

Main page: [Cisco Unified MeetingPlace, Release 7.0](#)

Up one level: [Integrating with Microsoft Outlook](#)

Complete this procedure to configure users and user groups to enable meeting notification reception in Microsoft Outlook.

Before You Begin

This procedure supports Release 7.0.1 only.

Procedure

1. Log in to the Cisco Unified MeetingPlace Administration Center.
2. Do one of the following:
 - ◆ Click **User Configuration > User Profile Management** to configure a user.
 - ◆ Click **User Configuration > User Group Management** to configure a group.
3. Click a user or group name.
4. Select **Microsoft Exchange (Rich Text Format)** as the value for the E-mail type and format field.
5. Click **OK**.
6. (Optional) Perform the following tasks to configure the guest user profile to receive e-mail notifications when they are invited to a meeting that was scheduled from the Cisco Unified MeetingPlace End-User Interface:
 1. Click **Guest**.
 2. Select **Microsoft Exchange (Rich Text Format)** as the value for the E-mail type and format field.