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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.