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There is a dedicated Cisco Unified MeetingPlace account that is used to access IBM Lotus Notes and to send back-end notifications. This account was created in [Creating an IBM Lotus Notes Account for the IBM Lotus Notes with Cisco Unified MeetingPlace Gateway](#). Configure the Cisco Unified MeetingPlace account to use the Cisco Unified MeetingPlace mail template that you set up in [Setting Up Database and Mail Templates for IBM Lotus Notes](#).

Perform either of the following two procedures, depending on which method you use to deploy the Cisco Unified MeetingPlace mail template to your organization:

- [Configuring the Cisco Unified MeetingPlace Account from the IBM Lotus Notes Client](#)
- [Configuring the Cisco Unified MeetingPlace Account From the Lotus Domino Server](#)

Note: The procedure that you use must be consistent with the deployment of the Cisco Unified MeetingPlace mail template to your organization. See [How to Migrate IBM Lotus Notes Users to Cisco Unified MeetingPlace](#).

Configuring the Cisco Unified MeetingPlace Account from the IBM Lotus Notes Client

Note: You only need to perform one procedure: either this one or the procedure in [Configuring the Cisco Unified MeetingPlace Account From the Lotus Domino Server](#).

Before You Begin

Log in to the Cisco Unified MeetingPlace Web Server as an administrator.

Procedure

1. Choose **Start > Control Panel > Administrative Tools > Services**.
2. Stop the Cisco Unified MeetingPlace Notification Gateway service (MPNotify). The Cisco Unified MeetingPlace for Notes Gateway service (LNNotify) service also stops when you stop MPNotify. For more information about stopping services, see the *Configuration Guide for Cisco Unified MeetingPlace Release 7.1* or the online help in the administrator interface.
3. Open the IBM Lotus Notes client.
4. Click **Calendar**.
5. Choose **File > Database > Replace Design**.
6. Choose the Lotus Domino Server that contains your Cisco Unified MeetingPlace templates.

7. Choose your Cisco Unified MeetingPlace mail template, for example, Cisco Unified MeetingPlace Notes Gateway Mail Template 6.5.2.
8. Click **Replace**.
9. Complete the following steps:
 1. Choose **Tools > Preferences**.
 2. Click **MeetingPlace**.
 3. Enter a username and password.
 4. Choose a default server.
 5. Click **OK**.
10. Restart the LNNotify (Cisco Unified MeetingPlace for Notes Gateway service) and MPNotify services.

Configuring the Cisco Unified MeetingPlace Account From the Lotus Domino Server

Note: You only need to perform one procedure: either this one or the procedure in [Configuring the Cisco Unified MeetingPlace Account from the IBM Lotus Notes Client](#).

Before You Begin

Log in to the Lotus Domino Server as an administrator.

Procedure

1. Open a command line interface window on the Lotus Domino Server.
2. Enter the following command:

```
load convert mail/<mail_database> * <mail_template>
```

| Variable | Description |
|-----------------|---|
| <mail_database> | The name of your mail database on the integration server. An example is meetingplace.nsf. |
| <mail_template> | The name of your Cisco Unified MeetingPlace mail template, for example, mail65_5mp.ntf. |

Note: If you create another IBM Lotus Notes user, specify the Cisco Unified MeetingPlace mail template (mailxx_xxmp.ntf) you chose in this procedure as the default mail template.