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This page is used to configure the client installation file for the Cisco Unified MeetingPlace Express Extension for Microsoft Outlook.

Table: Fields on the Outlook Plug-In Configuration Page

Field	Description	Value
Name	<p>Unique name to appear in the list of available MeetingPlace servers in the Microsoft Outlook options on the end-user PC.</p> <p>Restriction: This field cannot contain any spaces. You may, however, use an underscore character (_), for example, "my_mpx_server."</p>	1 to 120 alphanumeric characters
URL	<p>URL of the MeetingPlace server to associate with the entered <u>Name</u>.</p> <p>Enter the URL in one of the following formats:</p> <ul style="list-style-type: none"> • For a Cisco Unified MeetingPlace Express server: http://hostname/outlook/mpe • For a Cisco Unified MeetingPlace server: http://hostname/cgi-bin <p>After you enter the <u>Name</u> and <u>URL</u>, click Add.</p>	-
MeetingPlace servers for Outlook plug-in	<p>This field is used to display (and, if necessary, delete) the servers to appear in the list of available MeetingPlace servers in the Microsoft Outlook options on the end-user PC.</p> <p>To delete a server from this field, select the item and then click Delete Selected.</p>	-
Make MeetingPlace form the default appointment form	<p>Whether to use the MeetingPlace scheduling form by default for all new Microsoft Outlook appointments and meetings.</p> <p>The user can override this setting from Microsoft Outlook by clicking Tools > Options and selecting the MeetingPlace tab.</p>	<p>Yes/No</p> <p>Default: Yes</p>

Related Topics

- [Configuring the Client Installation File for the Cisco Unified MeetingPlace Express Plug-In for Microsoft Outlook](#)