

**Main page:** [Cisco Unified MeetingPlace Express, Release 2.x](#)

**Previous page:** [Page References](#)

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"> <li>• For a Cisco Unified MeetingPlace Express server: <b>http://hostname/outlook/mpe</b></li> <li>• For a Cisco Unified MeetingPlace server: <b>http://hostname/cgi-bin</b></li> </ul> <p>After you enter the <u>Name</u> and <u>URL</u>, click <b>Add</b>.</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 <b>Delete Selected</b>.</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 <b>Tools &gt; Options</b> and selecting the <b>MeetingPlace</b> 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](#)