

Contents

- [1 Adding or Deleting a Custom Graphic in the End-User Interface](#)
 - ◆ [1.1 Restrictions](#)
 - ◆ [1.2 Procedure](#)
- [2 Customizing the Schedule Meeting Page in the End-User Interface](#)
 - ◆ [2.1 Procedure](#)
- [3 Customizing the Edit Profile Page in the End-User Interface](#)
 - ◆ [3.1 Procedure](#)
 - ◆ [3.2 Related Topics](#)
- [4 Showing or Hiding the Download Outlook Plug-In Link in the End-User Interface](#)
 - ◆ [4.1 Procedure](#)
- [5 Showing or Hiding the Download Training Videos Link in the End-User Interface](#)
 - ◆ [5.1 Procedure](#)

Adding or Deleting a Custom Graphic in the End-User Interface

You can add your company's logo, or another custom graphic, to the End-User Interface. This graphic displays in the upper left corner of the End-User Interface but is not displayed in the Administration Center.

Restrictions

- The dimensions of the graphic must be 106 x 52 pixels or smaller.
- The graphic must be in .gif or .jpg format.
- You can only have one custom graphic uploaded at a time. To upload a different custom graphic, delete the current custom graphic.

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Customize Interface > Add Logo**.
3. Enter the fully-qualified pathname of the file containing the custom graphic to add or click **Browse** to locate the file.
4. Click **Upload File**.
5. Click **Save**.
6. To delete the custom graphic, click **Delete**.
7. When the confirmation pop-up window appears, click **OK**.

Customizing the Schedule Meeting Page in the End-User Interface

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Customize Interface > Customize Schedule Meeting Page**.
3. Configure the fields. For each field:

- ◆ If you select Basic Settings, the field is displayed on the Schedule Meeting page.
 - ◆ If you select Advanced Settings, the field is displayed when end users click **More options** on the Schedule Meeting page.
4. In the **Show** column, check each field that you want displayed. To hide a field, uncheck the check box.
 5. Click **Save**.

Customizing the Edit Profile Page in the End-User Interface

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Customize Interface > Customize Edit User Profile Page**.
3. Configure the fields.
4. In the **Show** column, check each field that you want displayed. To hide a field, uncheck the check box.
5. Click **Save**.

Related Topics

- [Field Reference: Add User Profile](#)

Showing or Hiding the Download Outlook Plug-In Link in the End-User Interface

By default, the "Download Outlook Plug-In" link is visible on the Attend and Schedule Meeting pages in the End-User Interface.

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Customize Interface > Customize Outlook Plug-In Download**.
3. Check or uncheck the check boxes to show or hide the link on the specified pages.
4. Click **Save**.
5. To verify the new settings, go to the End-User Interface and check the Attend and Schedule Meeting pages.

Showing or Hiding the Download Training Videos Link in the End-User Interface

By default, the "Download System Administration Training VoDs" link is visible on the Attend and Schedule Meeting pages in the End-User Interface.

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Customize Interface > Customize Download Training Videos**.
3. Check or uncheck the check boxes to show or hide the link on the specified pages.
4. Click **Save**.
5. To verify the new settings, go to the End-User Interface and check the Attend and Schedule Meeting pages.