

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

#### **Procedure**

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **Maintenance > E-Mail Blast**.
3. Enter or change the values in the fields.
4. Click **Send**.

#### **Related Topics**

- [Field Reference: E-Mail Blast](#)