

Cisco Unified MeetingPlace Release 6.1 > Web Conferencing > Configuring > Configuring the Web Conferencing Server

Cisco Unified MeetingPlace allows guest users (those without profiles) the ability to attend meetings and access meeting materials, such as recordings and attachments. The meeting scheduler can configure some of the parameters that need to be set for guest access. All other parameters must be set by the system administrator.

See the following procedures:

- To Set Cisco Unified MeetingPlace Web Conferencing to Allow Guest Access
- To Allow Guests to Search Through Public Meetings

**To Set Cisco Unified MeetingPlace Web Conferencing to Allow Guest Access**

The meeting scheduler can set these parameters.

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Schedule Meeting** . The New Meeting page appears.
3. From the New Meeting page, click **More Options** and set the following parameters:

<b>Parameter</b>	<b>Setting</b>
Who Can Attend	Anyone
Access MeetingNotes	Anyone

Meetings scheduled with these parameters are scheduled as public meetings, which means that they are scheduled without access restrictions.

**To Allow Guests to Search Through Public Meetings**

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **Web Server** .
3. From the "View" section of the page, click the name of the web server that you want to configure.  
Information about this server populates the "Edit" section of the page.
4. For Allow Public Meetings in Find Meeting List, choose **Yes** . This ensures that public meetings appear in the Find Meetings search results.
5. For Allow Guest Access to Find Meetings Page, choose **Yes** . This ensures that guests have access to use the Find Meetings page to find public meetings.
6. When you finish, click **Submit** .

**Tip:** To allow external users (those outside your firewall) and sites (Cisco Unified MeetingPlace Audio Server systems outside your network) to access a meeting and the associated meeting materials, make sure that Allow External Web Participants is set to Yes for the meeting. This parameter is set by the meeting scheduler from the New Meeting scheduling page, and it is only visible if your Cisco Unified MeetingPlace system has an external site-that is, a web server located in an Internet-accessible segment of your network, such as in a DMZ zone.