Cisco Unified MeetingPlace Release 6.1 > Cisco Unified MeetingPlace for Microsoft Outlook

Note: Cisco Systems cannot support issues caused by customizations that you make by using procedures described in this page.

This page discusses advanced methods you can use to customize the scheduling forms in Cisco Unified MeetingPlace for Outlook.

See the following sections:

- Customizing the Scheduling Forms
- Available Tags

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Customizing the Scheduling Forms

You can easily make changes to the scheduling forms by using the methods in described in Customizing the Scheduling and Notification Forms for Cisco Unified MeetingPlace for Outlook. Changes you make by using the procedures on that page are preserved if you upgrade in the future.

Note, however, that the changes you make by using the procedures on this page will be overwritten if you upgrade to a new version of Cisco Unified MeetingPlace for Outlook.

The Cisco Unified MeetingPlace for Outlook scheduling form (MPOLSchedule.htm) allows you to customize the information that is displayed in the Meeting Settings and Advanced Settings pages of the scheduling form in the MeetingPlace tab. The Advanced Settings page appears as a table in the MPOLSchedule.htm form.

The MPOLSchedule.htm template form contains scheduling fields in the form of HTML tags, with all but the most popular commented out. It does not contain all scheduling fields available to Cisco Unified MeetingPlace for Outlook because even commented fields must be downloaded to the MeetingPlace tab each time users click this tab. The MPOLSchedule.htm form therefore strikes a balance between extensive customizability and usability.

Note: Customizing the MPOLSchedule.htm form by using methods described on this page require proficiency with HTML and Java Script. You must be familiar with these before you attempt to customize the MPOLSchedule.htm form.

To Customize the MPOLSchedule.htm Form

1. Go to **<drive>:\Program Files\Cisco Systems\mpweb\template and make a backup copy of** MPOLSchedule.htm**.**
2. Open **MPOLSchedule.htm** in a text editor.
3. Comment out or uncomment information, or add tags. See Table: Available Tags for a list of tags. Note the following:
     ♦ Make sure that you set the onChange event for each field and tie it to the onMtgChanged JavaScript function.
     ♦ Note that the fields are in table rows. Comment out the entire table row <tr>.
     ♦ We recommend that you add most of your fields in the Advanced Settings tab. This is another table on the same HTML page.
4. Save the file.
5. If changes do not appear after you modify this file, try restarting the Cisco Unified MeetingPlace Web Conferencing service. In Windows, choose **Start > Settings > Control Panel > Services**. Right-click the **Cisco Unified MeetingPlace Web Conferencing** service and choose **Restart**.

Available Tags

The Cisco Unified MeetingPlace for Outlook scheduling form (MPOLSchedule.htm) can be customized to include any number of the following tags. Tags are both input and output unless otherwise specified. Output tags can be followed by the display methods of TEXT, FORM, or LIST as follows:

- TEXT returns the value of the data.
- FORM returns the data in a form or table element. If the field is not modifiable, it is returned in read-only format.
- LIST returns an unnumbered list.

Not all display methods can be used by all tags.

Table: Available Tags

Tag	Description	Values	Description
Year	Year for which the meeting is scheduled	4 digit year	FORM
Month	Month for which the meeting is scheduled	1-12	FORM
Day	Day for which the meeting is scheduled	1-31	FORM
Hour		1-12	FORM

	Hour for which the meeting is scheduled		
Min	Minute for which the meeting is scheduled	00-59	FORM
AMPM	Time of day for which the meeting is scheduled	AM or PM	FORM
Len	Scheduled length of the meeting	2-1440 minutes	FORM
nLoc	Number of attendee ports reserved for the meeting	2-120	FORM
MTGID	The meeting vanity ID	Up to 17 digits	FORM
fPasswordRequired	Whether a meeting is password-protected	Yes/No	FORM
C_Password	The meeting password	ASCII text up to 17 characters	FORM
NamedIntroduction	Whether a meeting has arrival announcements turned on	Beep Only, Beep with Name, Silent	FORM
NamedDisconnect	Whether a meeting has departure announcements turned on	Beep Only, Beep with Name, Silent	FORM
fScreenedIntroduction	Whether the meeting has screened introductions turned on	Yes/No	FORM
fRecordConference	Whether the meeting will be recorded	Yes/No	FORM
DefaultAbility	Guest user speaking ability	Listener/Speaker	FORM
TextName	The text name of the meeting	ASCII text up to 17 characters	FORM
WhoCanListen	Who can listen to the meeting recording in MeetingNotes	None, Anyone, MeetingPlace profile users, Invited MeetingPlace profile users	FORM
MaxAttachments	The maximum number of attachments	0-30	FORM
QuickMtgEntry	Whether quick meeting entry is allowed	Yes/No	FORM
AutoStartRecord	Whether recording starts automatically	Yes/No	FORM
PasswordRequiredOnOD	Whether a password is required to outdial	Yes/No	FORM
fDisableRollCall	Whether rollcall is disabled	Yes/No	FORM
EntryRestriction	Who can attend the meeting	None, Anyone, User, Invited User	FORM
SendNotAboutMtgs	Whether to send notification about the meeting	Yes/No	FORM
AutoDistributeAtt	Whether to distribute attachments with the meeting notification	Yes/No	FORM
DefNotPriority	Default notification priority	Low, Medium, High	FORM
SendAboutMtgChngs	Whether to resend notification if the meeting is changed (rescheduled)	Yes/No	FORM
SendInviteListWithNot	Whether to send the list of invitees with the notification	Yes/No	FORM

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SendMtgPwdWithNot	Whether to send the meeting password with the notification	Yes/No	FORM
fRecordpartnames	Whether to record attendee names as they join the meeting	Yes/No	FORM
Billcode	The billing code for the meeting	Up to 17 digits	FORM
MTG_TelephoneNum	The phone number of the Cisco Unified MeetingPlace Audio Server	The configured phone number of the server	FORM (output only)
C_fAllowGuestView	Whether to display the meeting to everyone	Yes/No	FORM
C_SchedEmailAdd	The e-mail address of the meeting scheduler	E-mail address as entered in the profile information	FORM
C_AlternatePhoneNum1	First alternate phone number for the meeting	Phone number	FORM
C_AlternatePhoneNum2	Second alternate phone number for the meeting	Phone number	FORM
C_AlternatePhoneNum3	Third alternate phone number for the meeting	Phone number	FORM
C_AltPhoneNumName1	Name of the first alternate phone number	Alphanumeric text	FORM
C_AltPhoneNumName2	Name of the second alternate phone number	Alphanumeric text	FORM
C_AltPhoneNumName3	Name of the third alternate phone number	Alphanumeric text	FORM
C_FlexField	Flex field data for the meeting	Alphanumeric text	FORM