

[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](#)

Contents

- [1 Customizing the Scheduling Forms](#)
 - ◆ [1.1 To Customize the MPOLSchedule.htm Form](#)
- [2 Available Tags](#)
 - ◆ [2.1 Table: Available Tags](#)

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 |

Table: Available Tags

| | | | |
|----------------------|---|--|-----------------------|
| 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 |