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This module describes how to configure the Cisco Unified MeetingPlace Web Server to enable users to schedule and join meetings from the Cisco Unified MeetingPlace web user portal. Advanced Web Server configuration instructions are available in the other topics in this guide.

**Note:** This module does *not* apply to deployments in which users schedule meetings from the Cisco WebEx site. For information about Cisco WebEx integration deployments, see the *Planning Guide for Cisco Unified MeetingPlace*

[http://docwiki.cisco.com/wiki/Cisco\\_Unified\\_MeetingPlace%2C\\_Release\\_8.0\\_--\\_Planning\\_Your\\_Deployment](http://docwiki.cisco.com/wiki/Cisco_Unified_MeetingPlace%2C_Release_8.0_--_Planning_Your_Deployment).

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## About Web Server Software Configuration

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### Configuration Restrictions

Cisco Unified MeetingPlace web deployments that are customized beyond the built-in configuration capabilities of the product, or beyond the documented configuration settings, procedures, or instructions, are not supported by Cisco Systems.

Examples of such customizations include, but are not limited to, the following: modifying web page templates, changing HTML or Javascript code, changing IIS running parameters or applying custom ASP pages or ISAPI filters, modifying SQL server configuration or authentication method, and modifying Windows OS security through IPsec policies and NTFS ACL.

### Cisco Policy for Use of Third-Party Software

The Cisco Unified MeetingPlace documentation describes the system, end user, and other requirements for the use of the Cisco Unified MeetingPlace Web Server software. Failure to meet these requirements or the introduction of unsupported third-party products may interfere with the operation of the Web Server software, and may affect Cisco support for the Web Server.

### Proxy Servers

The Cisco Unified MeetingPlace Web Server software supports most proxy servers on the market. If you are accessing it through a proxy server, set the proxy server as follows:

- Timeout value from 120 seconds to 300 seconds.
- Cache expiration policy set to "Explicit Expiration Information Only."

#### Related Topics

- [Configuring a Web Server Behind a Proxy](#)

## Roadmap for Configuring the Web Server Software

**Before You Begin**

Set up your system for voice and video meetings. See the [Quick Start Configuration for Cisco Unified MeetingPlace Basic Voice and Video Conferencing](#) module.

**Procedure**

<b>High-Level Task</b>		<b>Where to Find Instructions</b>
Step 1	Sign in to the Cisco Unified MeetingPlace Web Administration page.	<a href="#">Signing In to the Cisco Unified MeetingPlace Web Administration</a>
Step 2	(Optional) Change the format of the Web Server hostname from an IP address to a hostname.	<a href="#">Changing the Web Server Hostname From an IP Address to a Hostname</a> in the <a href="#">Configuring Security Features for the Cisco Unified MeetingPlace Web Server</a> module
Step 3	Set your Web Server options.	<a href="#">Setting Your Web Server Options</a>
Step 4	Configure the click-to-attend links through the Cisco Unified MeetingPlace Administration Center.	<a href="#">Configuring Click-to-Attend Links</a> in the <a href="#">Configuring Email Notifications for Cisco Unified MeetingPlace</a> module
Step 5	(Optional) Set up web conferencing.	<ul style="list-style-type: none"> <li>• <a href="#">Integrating Cisco Unified MeetingPlace with Cisco WebEx</a> module</li> <li>• <i>Integration Note for Installing and Configuring IBM Lotus Sametime Web Conference with Cisco Unified MeetingPlace</i></li> </ul>
Step 6	(Optional) Configure the Web Server if it is behind a proxy and will require connection to the Cisco WebEx meeting room.	<a href="#">Configuring a Web Server Behind a Proxy</a>
Step 7	(Optional) Configure a site of multiple Web Servers.	<a href="#">Configuring a Site</a>

**Signing In to the Cisco Unified MeetingPlace Web Administration**

The administrator web interface on the Web Server is called the Cisco Unified MeetingPlace Web Administration.

**Before You Begin**

- Only users of type [System administrator](#) can sign in to the Web Administration.
- You cannot use the preconfigured [Admin Profile](#) to sign in to the Web Administration.

**Procedure**

1. Sign in to the Cisco Unified MeetingPlace web user portal using an administrator profile.
2. Select **Admin**.

3. Select an option on the Administration page to begin configuration.

**Note:** When navigating within the Web Administration, do not use the Back button on your web browser to go to a previous page. Instead, use the links available at the top of each Web Administration page.

#### What To Do Next

If this is your first time accessing the Web Server, then proceed to [Setting Your Web Server Options](#).

## Setting Your Web Server Options

From the Web Server administration page, you can configure features and functionality for local Web Servers. This includes enabling Secure Sockets Layer (SSL), Web Server Authentication, and configuring denial-of-service handling, which provides for better performance at the capacity threshold of the server.

The customizations you select on the local Web Server override functionality that is normally allowed by individual class-of-service or meeting permissions.

#### Procedure

1. Sign in to the Cisco Unified MeetingPlace web user portal using an administrator profile.
2. Select **Admin**.
3. Select **Web Server**.
4. Scroll down to the "View" section of the screen.
5. Select the name of the Web Server that you want to configure.  
This populates the "Edit" section of the screen with predefined settings.
6. Configure the following parameters in the "Web Server Specific" section.
 

**Note:** The hostname was populated during the Cisco Unified MeetingPlace Web Server software installation. The [Cisco Unified MeetingPlace Release 8.0 -- Web Administration References for Cisco Unified MeetingPlace#Hostname \[Home Page\]|Hostname \[Home Page\]\]\]](#) was assigned the first (Local Area Connection) IP address in the operating system. If you upgraded from Release 7.0 to Release 8.0, then the [Cisco Unified MeetingPlace Release 8.0 -- Web Administration References for Cisco Unified MeetingPlace#Hostname \[Web Conferencing\]|Hostname \[Web Conferencing\]\]\]](#) was assigned the second (Local Area Connection 2) IP address in the operating system. You should not need to redefine these unless you want users to be able to access the Web Server by using the fully qualified domain name (FQDN) of the server or you plan to configure SSL for this server. If enabling SSL, you must use hostnames rather than IP addresses.

  - ◆ [Require SSL](#)
  - ◆ [Trust Web Server Authentication](#)
  - ◆ [Max Concurrent Web Conference Users](#)
  - ◆ [Performance Tuning](#)
  - ◆ [Verbose Logging](#)
7. Configure the "Web Server Customization Values" section.
  - ◆ Select **Yes** to enable a feature.

- ◆ Select **No** to disable a feature.
- ◆ Select **(Site Default)** to synchronize the feature on this Web Server with that already configured for the site.

**Note:** You can configure site information on the Site administration page.

8. Select **Submit**.

#### Related Topics

- [Changing the Web Server Hostname From an IP Address to a Hostname in the Configuring Security Features for the Cisco Unified MeetingPlace Web Server module](#)
- [Field Reference: Web Server Specific Fields in the Web Administration References for Cisco Unified MeetingPlace module](#)
- [Field Reference: Web Server Customization Values in the Web Administration References for Cisco Unified MeetingPlace module](#)
- [Configuring a Site](#)
- [Configuring User Authentication for the Cisco Unified MeetingPlace Web Server module](#)
- [Configuring Remote Storage in the Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage module](#)
- [How to Configure Secure Sockets Layer for the Web Server in the Configuring Security Features for the Cisco Unified MeetingPlace Web Server module](#)
- [Configuring Segmented Meeting Access for Cisco Unified MeetingPlace module](#)

## Configuring a Web Server Behind a Proxy

Complete this procedure if you are configuring a Cisco Unified MeetingPlace Web Server behind a proxy and plan to connect to the Cisco WebEx meeting room.

**Note:** This topic does *not* apply to deployments in which users schedule meetings from the Cisco WebEx site. For information about Cisco WebEx integration deployments, see the *Planning Guide for Cisco Unified MeetingPlace* at [http://docwiki-dev.cisco.com/wiki/Cisco Unified MeetingPlace%2C Release 8.0 -- Planning Your Deployment](http://docwiki-dev.cisco.com/wiki/Cisco_Unified_MeetingPlace%2C_Release_8.0_--_Planning_Your_Deployment).

#### Procedure

1. Open an Internet Explorer browser window on the Web Server.
2. Select **Tools > Internet Options > Connections**.
3. Select **LAN Settings**.
4. Check **Use a Proxy server for your LAN**.
5. Check **Bypass proxy server for local addresses**.
6. Select **Advanced**.
7. Enter your proxy information and exceptions for local connections.
8. Select **OK**.

#### Related Topics

- [Proxy Servers](#)

## Configuring a Site

#### Procedure

1. Sign in to the Cisco Unified MeetingPlace web user portal using an administrator profile.
2. Select **Admin**.
3. Select **Site**.
4. From the "View" section of the page, select the name of the site you want to configure.  
Information about this site populates the "Edit" section of the page.
5. Select field options to configure the site.  
The [Site Name](#) entry on the Site administration page must match the Web Server Name entry on the Web Server administration page. This must be consistent for each site. If these entries do not match, searches will not display the same site name.
6. Select **Yes** for all parameters in the Site Customization Default Values section.  
Choosing Yes synchronizes all of the Web Servers in this site to share the same parameters.
7. Select **Submit**.
8. Repeat [Step 4](#) through [Step 7](#) for each remaining site listed in the "View" section of the Site administration page.

#### Troubleshooting Tips

To delete a site from your image, select it and select **Delete**. You can only delete external sites from an image.

#### Related Topics

- [Field Reference: Site Configuration Page in the Web Administration References for Cisco Unified MeetingPlace](#) module