

**Main page:** [Cisco Unified MeetingPlace, Release 8.0](#)

**Up one level:** [Maintenance](#)

You can send an email message to a user group or to all users in the Cisco Unified MeetingPlace database. This can be useful for sending productivity tips, announcing new features, and warning users of scheduled maintenance downtime.

## Contents

- [1 Before You Begin](#)
- [2 Procedure](#)
- [3 Table: Field Reference: Email Blast Page](#)
- [4 Related Topics](#)

### Before You Begin

Make sure that you have configured the system to support the selected Email type and format in your user profile. For example, if an SMTP option is selected, make sure that the [SMTP Server Configuration Page](#) is properly configured.

### Procedure

1. Sign in to the Administration Center.
2. Select **Maintenance > Email Blast**.
3. Fill in the fields in [Table: Field Reference: Email Blast Page](#).

**Table: Field Reference: Email Blast Page**

Field	Description
Group	The user group to which you want to send the email blast.  To send the email blast to <i>all</i> users whose user profiles contain an email address, choose ----- All -----.  Default: ----- None -----
Language	The language in which the email blast is sent.  Default: English (US)
Subject	The subject of the email blast.

	Default: Administrator announcement
Body	The text in the body of the email blast.

4. Select **Send**.

**Related Topics**

- [Configuring Email Notifications for Cisco Unified MeetingPlace](#) module