



CHAPTER 13

Configuring E-Mail Meeting Notifications for Cisco Unified Conferencing for TelePresence

Revised: June 22, 2007, OL-11749-01

Topics in this section include:

- [Restrictions, page 13-1](#)
- [About E-Mail Meeting Notifications, page 13-1](#)
- [About User Profiles and E-Mail Meeting Notifications, page 13-3](#)
- [How to Edit Master Templates for E-Mail Meeting Notifications, page 13-3](#)
- [How to Manage Language Property Files, page 13-6](#)

Restrictions

- You can only use the text (txt) format for Exchange e-mail notifications.
- Only the first twenty characters of the meeting subject appear in e-mail notifications.
- E-mail notifications are not sent when users modify only the meeting length for a scheduled meeting.

About E-Mail Meeting Notifications

Cisco Unified Conferencing for TelePresence includes e-mail notification templates that specify the information and its order to include in the notifications. These templates are used to send e-mail notifications from end-users' Outlook clients when a meeting is scheduled, rescheduled, or cancelled.

Although e-mail notification templates are editable, they are designed to be language-independent by containing data tags instead of e-mail message content. Each tag is translated by Cisco Unified Conferencing for TelePresence into text that is defined in editable language property files.

Template Types

lists and describes the available e-mail notification templates.

Table 13-1 E-Mail Notification Templates

Template	Description
EmailBlast	Version 1.1 does not support this template.
NotifyCancel	Notifies the meeting scheduler and invitees that a single-occurrence meeting was cancelled or that one occurrence of a recurring meeting was cancelled.
NotifyCancelAll	Notifies the meeting scheduler and invitees that all occurrences of a recurring meeting were cancelled.
NotifyReSchedule	Notifies the meeting scheduler and invitees that the meeting was rescheduled.
NotifySchedule	Notifies the meeting scheduler and invitees of a new scheduled meeting.

E-Mail Notification Process

1. Chooses the appropriate template, depending on the type of e-mail notification that is required.
2. Identifies the tags in the template:

- a.

- b. A dollar sign (\$) indicates the beginning of a tag that is replaced by the definition in the language property file. For example:

```
$notify_to_join_meeting
```

- c.

- 3.

- 4.

- a. An equal (=) sign indicates the beginning of a tag definition. For example:

```
notify_to_join_meeting = To join the meeting
```

meeting ID. For example:

```
notify_details=The meeting details are:
notify_id=ID: $cisco_MTGID
```

5. Sends the e-mail notification to the end user's Outlook client, which in turn, sends it out to meeting attendees.

Sample E-mail Template and a Language Property File Content

```
$custom_greeting
$notify_meeting_subject $notify_meeting_name
$notify_date_time $notify_when
$notify_dur $notify_duration
$notify_frequency $notify_recur_pattern

#####
##   English (USA) language property file   ##
#####

## ALL TEMPLATES
notify_title=Cisco Unified Conferencing for TelePresence meeting notification
$custom_greeting=Good day. You have been invited to the following meeting:
```

About User Profiles and E-Mail Meeting Notifications

-
-
-
- -
 -
 - Microsoft Outlook notifications can immediately update each invitee's Microsoft Outlook Calendar.
 - The meeting scheduler receives Microsoft Outlook replies that indicate which attendees accepted or declined the invitation.

How to Edit Master Templates for E-Mail Meeting Notifications

-
- [Editing Master Templates for E-Mail Meeting Notifications: Master Template \(Advanced\)](#), page 13-4
- [Editing Master Templates for E-Mail Notifications: Master Template \(Basic\)](#), page 13-5

Edit Master Template Configuration Settings

[Table 13-2](#) describes fields and provides values for the Edit Master Template pages.

Table 13-2 *Fields on the Edit Master Template (Advanced) and Edit Master Template (Basic) Pages*

Field	Edit Master Template Page	Description	Value
		Which template is being modified: - NotifySchedule—New meeting scheduled - NotifyCancelAll—All meetings from the recurring chain cancelled - NotifyCancel—Meeting cancelled - NotifyReSchedule—Meeting rescheduled - EmailBlast—E-mail blast Restriction: EmailBlast is not supported.	NotifySchedule/ NotifyCancelAll/ NotifyCancel/ NotifyReSchedule/ EmailBlast Default: NotifySchedule
Format	Basic and Advanced	Whether to modify the HTML or text version of the template. Restriction: Only txt is supported.	html/txt Default: html
Language	Advanced	Which language property file to view and modify. Restriction: Only en_US is supported.	Choose from the drop-down menu. Default: en_US (U.S. English)

Editing Master Templates for E-Mail Notifications: Master Template (Advanced)

- Left—Use the editing area on the left side of the page to modify the appearance of e-mail notifications.
- Right—Use the editing area on the right side of the page to modify language property files, which define the language.
- Tags are case-sensitive.
- Changes to the e-mail notification templates affect all e-mail.

Before You Begin

-

-

Procedure

Step 1

Step 2

System Configuration > E-Mail Service Administration > E-Mail Notification Template Configuration

Click **Edit Master Template (Advanced)**



Tip

Step 5 **Preview**

Step 6 **Save**

Reset

Cancel

Editing Master Templates for E-Mail Notifications: Master Template (Basic)

notifications; changes to the e-mail notification templates affect all e-mail.

Read the following sections:

[About E-Mail Meeting Notifications, page 13-1](#)

[Edit Master Template Configuration Settings, page 13-3](#)

Log in to the Administration Center.

Click >

Click **Edit Master Template (Basic)**



Preview

Save

Reset

Cancel

How to Manage Language Property Files

-
-
- [, page 13-7](#)

Downloading a Language Property File

Procedure

Step 1

Step 2

Download a Language Property File

Download
Open

Save

Related Topics

-
-
-

Uploading a Language Property File

Before You Begin


Tip

Procedure**Step 1****Step 2****Upload a Language Property File****Browse****Upload**

[“About E-Mail Meeting Notifications” section on page 13-1.](#)

Download and save a copy of the existing language property file before you modify it.

Log in to the Administration Center.

Click

>

In the Language: field, choose the language property file to edit.

Modify the language property file.

Click to save your changes.

or

Click to return to the previously saved settings.

or

Click to exit without saving changes.

[Downloading a Language Property File, page 13-6](#)

[Uploading a Language Property File, page 13-6](#)

