



Configuring E-Mail Notifications for Cisco Unified MeetingPlace Express

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The following topics describe Cisco Unified MeetingPlace Express e-mail notifications:

- [About E-Mail Notifications, page 12-1](#)
- [About E-Mail Notification Templates and Language Property Files, page 12-6](#)
- [Sending E-Mail Blasts, page 13-18](#)
- [Displaying the E-Mail Notification Queue, page 8-12](#)

About E-Mail Notifications

Cisco Unified MeetingPlace Express generates e-mail notifications and sends them to the meeting scheduler and invitees whenever the following events occur:

- Meeting is scheduled
- Meeting is rescheduled
- Meeting is cancelled—one occurrence
- Meetings are cancelled—all occurrences of a recurring meeting

You can also send an e-mail blast to a user group or all profiled users.

See the following topics:

- [Requirements for E-Mail Notifications, page 12-2](#)
- [Restrictions for E-Mail Notifications, page 12-2](#)

Related Topics

- [Configuring SMTP Servers, page 12-2](#)
- [About This Page: SMTP Server Configuration, page B-170](#)
- [Sending E-Mail Blasts](#)
- [Sending E-Mail Blasts](#)

Requirements for E-Mail Notifications

- Cisco Unified MeetingPlace Express must be configured to use an external Simple Mail Transfer Protocol (SMTP) server.
- User profiles must be enabled to send and receive e-mail notifications.
- User profiles must contain e-mail addresses for the users to send and receive e-mail notifications.

Related Topics

- [About E-Mail Notifications, page 12-1](#)
- [Configuring SMTP Servers, page 12-2](#)
- [About This Page: SMTP Server Configuration, page B-170](#)
- [Modifying User Profiles, page 6-11](#)
- [About This Page: Add User Profile, page B-16](#)

Restrictions for E-Mail Notifications

- E-mail notifications are not generated for reservationless meetings.
- E-mail notification tags are case-sensitive.
- E-mail notification graphics cannot be modified or replaced. Also, new graphics cannot be added to e-mail notifications.
- Only the first eighteen characters of the meeting subject appears in e-mail notifications.

Related Topics

- [About E-Mail Notification Templates and Language Property Files, page 12-6](#)
- [About Reservationless Meetings, page 4-6](#)
- [About E-Mail Notifications, page 12-1](#)

Configuring SMTP Servers

This topic describes how to configure the Cisco Unified MeetingPlace Express system to connect to external SMTP servers, through which e-mail notifications are sent.

Cisco Unified MeetingPlace Express allows the configuration of two SMTP servers. At least one SMTP server must be configured for Cisco Unified MeetingPlace Express to send e-mail notifications. After the initial system startup, Cisco Unified MeetingPlace Express uses the primary SMTP server to send e-mail notifications.

If the system fails to send e-mail notifications through the primary SMTP server, then the system immediately switches to using the secondary SMTP server, if configured. The system continues to use the secondary SMTP server until a problem occurs; then the system automatically switches to using the primary SMTP server. In general, if Cisco Unified MeetingPlace Express fails to send e-mail notifications through an SMTP server, then the system automatically switches to the other configured SMTP server.

Procedure

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- Step 1** Log in to Cisco Unified MeetingPlace Express.
- Step 2** At the top of the page, click **Administration**.
- Step 3** On the left side of the page:
- Click **System Configuration**.
 - Click **E-Mail Service Administration**.
 - Click **SMTP Server Configuration**.
- Step 4** Configure the fields, which are described in the [“About This Page: SMTP Server Configuration”](#) section on page B-170.
- Step 5** Click **Save**.
-

Related Topics

- [About E-Mail Notifications, page 12-1](#)
- [About This Page: SMTP Server Configuration, page B-170](#)
- [Sending E-Mail Blasts, page 13-18](#)
- [Sending E-Mail Blasts, page 13-18](#)

Configuring E-Mail Notification Settings for a User Group

This topic describes how to configure the behavior of e-mail notifications for particular users, including:

- Whether or not e-mail notifications are sent when a particular user schedules or changes a meeting.
- Whether or not e-mail notifications include a list of participants or meeting passwords.
- Whether or not certain users receive e-mail notifications when they are invited to a meeting.

Before You Begin

- Avoid changing e-mail notification settings once Cisco Unified MeetingPlace Express is in use, because users might already rely on a certain behavior, such as having all invited meeting participants receive e-mail notifications for new or changed meetings. Changing that behavior may result in lost productivity. If you must change the e-mail notification settings after Cisco Unified MeetingPlace Express has been in use, then make sure that you alert your users to the changes.
- You can configure the e-mail notification settings in user groups or user profiles. We recommend that you configure the settings in user groups to help you keep e-mail notification settings as consistent as possible across your user base. For information about how to configure e-mail notification settings for a user profile, see the [“Configuring E-Mail Notification Settings for a User Profile”](#) section on page 12-4.

Procedure

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- Step 1** Log in to Cisco Unified MeetingPlace Express.
- Step 2** At the top of the page, click **Administration**.
- Step 3** On the left side of the page, click **User Configuration**; then, **User Group Management**.

- Step 4** Take one of the following actions:
- To configure an existing user group, click **Edit**.
 - To configure a new user group, click **Add New**. Configure the required fields, which are marked with an asterisk.
- Step 5** From the [Group Defaults](#) section, configure [E-mail format](#).
- Step 6** From the [Sending Notifications](#) section, configure the following fields:
- [Enable for meeting](#)
 - [Priority](#)
 - [Send if meeting changes](#)
 - [Include participants list](#)
 - [Include password](#)
- Step 7** From the [Receiving Notifications](#) section, configure [Enable to receive](#).
- Step 8** Click **Save**.
-

Related Topics

- [About E-Mail Notifications, page 12-1](#)
- [About This Page: Add User Group, page B-9](#)
- [About This Page: Add User Profile, page B-16](#)

Configuring E-Mail Notification Settings for a User Profile

Before You Begin

- Avoid changing e-mail notification settings once Cisco Unified MeetingPlace Express is in use, because users might already rely on a certain behavior, such as having all invited meeting participants receive e-mail notifications for new or changed meetings. Changing that behavior may result in lost productivity. If you must change the e-mail notification settings after Cisco Unified MeetingPlace Express has been in use, then make sure that you alert your users to the changes.
- You can configure the e-mail notification settings in user groups or user profiles. We recommend that you configure the settings in user groups to help you keep e-mail notification settings as consistent as possible across your user base. For information about how to configure e-mail notification settings for a user group, see the [“Configuring E-Mail Notification Settings for a User Group” section on page 12-3](#).

Procedure

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- Step 1** Log in to Cisco Unified MeetingPlace Express.
- Step 2** At the top of the page, click **Administration**.
- Step 3** On the left side of the page, click **User Configuration**; then, **User Profile Management**.

- Step 4** Take one of the following actions:
- To configure an existing user profile, click **Edit**.
 - To configure a new user profile, click **Add New**. Configure the required fields, which are marked with an asterisk.
- Step 5** From the [Identification](#) section, configure [E-mail format](#).
- Step 6** From the [Sending Notifications](#) section, configure the following:
- [Enable for meeting](#)
 - [Priority](#)
 - [Send if meeting changes](#)
 - [Include participants list](#)
 - [Include password](#)
- Step 7** From the [Receiving Notifications](#) section, configure [Enable to receive](#).
- Step 8** Click **Save**.
-

Related Topics

- [About E-Mail Notifications, page 12-1](#)
- [About This Page: Add User Group, page B-9](#)
- [About This Page: Add User Profile, page B-16](#)

Deleting E-Mail Notifications in the Queue

This topic describes how to view and delete e-mail notifications that are waiting to be sent to end users.

Procedure

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- Step 1** Log in to Cisco Unified MeetingPlace Express.
- Step 2** At the top of the page, click **Administration**.
- Step 3** On the left side of the page:
- a. Click **Reports**.
 - b. Click **E-Mail Notification Queue Status Report**.
- Any e-mail notifications that are waiting to be sent are displayed on the E-Mail Notification Queue Status Report page.
- Step 4** To delete e-mail notifications that are in the queue, do one of the following:
- To delete one or more e-mail notifications, check the checkboxes for those you want to delete, and click **Delete Notification(s)**.
 - To delete all e-mail notifications, click **Delete All**.
-

Related Topics

- [About This Page: E-Mail Notification Queue Status Report, page B-82](#)
- [Displaying the E-Mail Notification Queue, page 8-12](#)

About E-Mail Notification Templates and Language Property Files

E-mail notification templates specify the information to include in the e-mail notifications. The templates also determine the order and formatting used to present the specified information.

Although e-mail notification templates are editable, they are designed to be language-independent by containing tags instead of actual e-mail message content. Each tag is translated by the Cisco Unified MeetingPlace Express mail system into text defined in editable language property files. A unique language property file is available for each language you install and enable on the Cisco Unified MeetingPlace Express server.

E-mail notification templates and language property files are described in the following sections:

- [E-Mail Notification Template Formats: HTML and Plain Text, page 12-6](#)
- [E-Mail Notification Template Types, page 12-7](#)
- [Sample E-Mail Notification Template, page 12-7](#)
- [Sample Language Property File, page 12-8](#)
- [How the Mail System Works, page 12-9](#)
- [Example of Modifying an E-Mail Notification Template and a Language Property File, page 12-10](#)

Related Topics

- [About E-Mail Notifications, page 12-1](#)
- [Editing Templates for E-Mail Notifications, page 12-11](#)
- [Setting the Default Format and Language of E-Mail Notifications, page 12-12](#)
- [Downloading a Language Property File, page 12-13](#)
- [Uploading the Language Property File, page 12-14](#)
- [Editing a Language Property File, page 12-15](#)

E-Mail Notification Template Formats: HTML and Plain Text

Each e-mail notification template comes in two formats: HTML and plain text. Only the HTML format includes graphics. The [E-mail format](#) field in the user profile determines which format is used for e-mail notifications sent to each user.

**Note**

If you modify an e-mail notification template, you must modify both the HTML and plain text formats to keep them consistent with each other. Otherwise, users may receive different information about the same meeting, depending on the [E-mail format](#) setting in each user profile.

Related Topics

- [About E-Mail Notification Templates and Language Property Files, page 12-6](#)

E-Mail Notification Template Types

Table 12-1 lists and describes the available e-mail notification templates.

Table 12-1 *E-Mail Notification Templates*

Template	Description
EmailBlast	Sends one or all user groups an e-mail message from the system administrator. Typically used to inform users of maintenance tasks that may affect their ability to use Cisco Unified MeetingPlace Express. See the “ Sending E-Mail Blasts ” section on page 13-18.
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.

Related Topics

- [About E-Mail Notification Templates and Language Property Files, page 12-6](#)

Sample E-Mail Notification Template

The following NotifySchedule (Plain Text) e-mail notification template is used to notify meeting invitees about a new scheduled meeting:

```
$notify_meeting_subject $notify_meeting_name
$notify_date_time $notify_when
$notify_dur $notify_duration
$notify_frequency $notify_recur_pattern
$notify_passwd $notify_password
$notify_owner $notify_scheduler
$notify_invitee $notify_invitees

$notify_to_join_meeting
-----
$notify_cta_hyperlink_txt $notify_cta_hyperlink_txt_fomat

$notify_did $notify_did_phone

$notify_internal1 $notify_internal_phone1

$notify_internal2 $notify_internal_phone2

$notify_internal3 $notify_internal_phone3
```

```
$notify_mtg_id $notify_meeting_id

$notify_test_browser_txt_format

-----
$notify_ciscoMeetingPlaceExpress
```

Related Topics

- [About E-Mail Notification Templates and Language Property Files, page 12-6](#)

Sample Language Property File

This section shows a portion of the U.S. English language property file. Notice that some of the tag translations in the language property file include variables (*\$cisco_text*) that are replaced with relevant data, such as the meeting ID, the scheduler's name, and the phone numbers that can be used to join the voice meeting.

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

## ALL TEMPLATES
notify_title=Cisco Unified MeetingPlace Express meeting notification
notify_details=The meeting details are:
notify_mtg_id=Meeting ID:
notify_meeting_id=$cisco_MTGID
notify_id=ID: $cisco_MTGID
notify_when=$cisco_Month $cisco_Day, $cisco_Year, $cisco_Hour:$cisco_Min $cisco_AMP
($cisco_TimeZone)
notify_when_changed=$cisco_Month/$cisco_Day/$cisco_Year, $cisco_Hour:$cisco_Min
$cisco_AMP ($cisco_TimeZone) (Changed from
$cisco_Orig_Month/$cisco_Orig_Day/$cisco_Orig_Year, $cisco_Orig_Hour:$cisco_Orig_Min
$cisco_Orig_AMP ($cisco_TimeZone))
notify_date_time=Date/Time:
notify_meeting_name=$cisco_TextName
notify_meeting_subject=Subject:
notify_passwd=Password:
notify_password=$cisco_Password
notify_owner=Owner:
notify_scheduler=$cisco_SchedulerFirstName $cisco_SchedulerLastName
notify_orig_date=Previous meeting date: $cisco_Orig_Month $cisco_Orig_Day $cisco_Orig_Year
notify_orig_time=Previous meeting time: $cisco_Orig_Hour : $cisco_Orig_Min
$cisco_Orig_AMP $cisco_TimeZone
notify_did=$cisco_DID_Telephone_Label
notify_did_phone=$cisco_DID_Telephone
notify_internal1=$cisco_Alt_Telephone_Label1
notify_internal_phone1=$cisco_Alt_Telephone
notify_internal2=$cisco_Alt_Telephone_Label2
notify_internal_phone2=$cisco_Alt_Telephone2
notify_internal3=$cisco_Alt_Telephone_Label3
notify_internal_phone3=$cisco_Alt_Telephone3
notify_dur=Duration:
notify_duration=$cisco_DurHours $cisco_DurMins
notify_duration_changed=$cisco_DurHours $cisco_DurMins (Changed from $cisco_DurHours_orig
$cisco_DurMins_orig)
notify_frequency=Frequency:
notify_recur_pattern=$cisco_ReOccuringConference
notify_recur_pattern_changed=$cisco_ReOccuringConference (Changed from
...
```

Related Topics

- [About E-Mail Notification Templates and Language Property Files, page 12-6](#)

How the Mail System Works

The Cisco Unified MeetingPlace Express mail system uses the following process to send e-mail notifications to users:

1. The mail system selects the appropriate template, depending on the type of e-mail notification that is required. The templates are listed in [Table 12-1](#).
2. The mail system identifies the tags in the template:
 - a. Plain text in the template is left as plain text in the e-mail notification.
 - 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. A space or the end of a line indicates the end of a tag.
3. The mail system checks which language property file to use, depending on the [Language](#) configured in the e-mail recipient's user profile.
4. The mail system creates the e-mail notification by translating the tags in the template to the matching tag definitions in the language property file:

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

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

- b. The end of a line indicates the end of a tag definition.
- c. For each match, the mail system replaces the tag with the content defined in the language property file.
- d. If there is no match, the tag is included in the e-mail notification, including the dollar sign (\$).
- e. Tag definitions may contain tags that are defined by other system components, such as the scheduler. For example:

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

The scheduler component typically defines tags that appear on the Schedule end-user page, such as the scheduler name, meeting subject, and start time.

5. The mail system sends the completed e-mail notification to the SMTP server.

Related Topics

- [About E-Mail Notification Templates and Language Property Files, page 12-6](#)

Example of Modifying an E-Mail Notification Template and a Language Property File

This example shows how to do the following:

- Add a new tag, called `$custom_greeting`, to an e-mail notification template.
For instructions, see the [“Editing Templates for E-Mail Notifications”](#) section on page 12-11.
- Define the tag in a language property file.
For instructions, see the [“Editing a Language Property File”](#) section on page 12-15.



Note

If you enable multiple languages on your system, then you must define new tags in all language property files.

The following sample shows the placement of the new tag at the beginning of an e-mail notification template:

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

The following sample shows the definition of the new tag in the U.S. English language property file:

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

## ALL TEMPLATES
notify_title=Cisco Unified MeetingPlace Express meeting notification
$custom_greeting=Good day. You have been invited to the following meeting:
notify_details=The meeting details are:
notify_mtg_id=Meeting ID:
notify_meeting_id=$cisco_MTGID
notify_id=ID: $cisco_MTGID
```

Related Topics

- [About E-Mail Notification Templates and Language Property Files](#), page 12-6
- [Editing Templates for E-Mail Notifications](#), page 12-11
- [Downloading a Language Property File](#), page 12-13
- [Uploading the Language Property File](#), page 12-14
- [Editing a Language Property File](#), page 12-15

Editing Templates for E-Mail Notifications

This topic describes how to modify the content and appearance of e-mail notifications.

Before You Begin

- Read the [“About E-Mail Notification Templates and Language Property Files”](#) section on page 12-6.
- Changes to the e-mail notification templates affect *all* e-mail sent from the server. You cannot customize an e-mail notification template for a single user.
- If you plan to modify any language property files while editing the e-mail notification templates, then we recommend that you first save a copy of the existing language property files, in case you want to return to the previous versions. See the [“Downloading a Language Property File”](#) section on page 12-13.

Procedure

-
- Step 1** Log in to Cisco Unified MeetingPlace Express.
- Step 2** At the top of the page, click **Administration**.
- Step 3** On the left side of the page:
- a. Click **System Configuration**.
 - b. Click **E-Mail Service Administration**.
 - c. Click **E-Mail Notification Template Configuration**.
- Step 4** Using [Table 12-2](#), decide whether to use the basic editing page or the advanced editing page to edit the e-mail notification master templates.

Table 12-2 Basic and Advanced Master Template Editing Functionality

Editing Functionality	Basic	Advanced
Template selection	Yes	Yes
Format selection between HTML and text	Yes	Yes
Language selection	—	Yes
HTML text area WYSIWYG editor	Yes	Yes
Language property file editor	—	Yes
Preview	Yes	Yes

- Step 5** Click one of the following:
- **Edit Master Template (Basic)**
 - **Edit Master Template (Advanced)**
- The selected Edit Master Template page appears.
- Step 6** Modify the master template for e-mail notifications. See the following topics:
- [About This Page: Edit Master Template \(Basic\)](#), page B-71
 - [About This Page: Edit Master Template \(Advanced\)](#), page B-68
- Step 7** To preview the template, click **Preview**.

- Step 8** Close the preview window when finished.
- Step 9** To save your template changes, click **Save**.
-

Tips

- Tags are case-sensitive.
- The HTML templates display only the size and location of each graphic. The actual graphics cannot be previewed through the Administration Center and are displayed only in actual e-mail notifications.
- To return values to the previously saved settings, click **Reset**.
- To exit the page without saving changes, click **Cancel**.
- For an example, see the [“Example of Modifying an E-Mail Notification Template and a Language Property File”](#) section on page 12-10.

Related Topics

- [About E-Mail Notification Templates and Language Property Files](#), page 12-6
- [Downloading a Language Property File](#), page 12-13
- [Configuring E-Mail Notification Settings for a User Group](#), page 12-3

Setting the Default Format and Language of E-Mail Notifications

This topic describes how to set which e-mail format and language property file appears by default in the Edit Master Template and Edit Language Property File pages.

Before You Begin

- This task applies only to Releases 1.1.1 and earlier releases.
- In Release 1.1.2 and later releases:
 - The Templates Default Format and Language page does not appear in the Administration Center.
 - The default format is HTML.
 - The default language is the language specified in the [Language 1](#) field on the Usage Configuration page. See the [“About This Page: Usage Configuration”](#) section on page B-188.

Procedure

-
- Step 1** Log in to Cisco Unified MeetingPlace Express.
- Step 2** At the top of the page, click **Administration**.
- Step 3** On the left side of the page:
- Click **System Configuration**.
 - Click **E-Mail Service Administration**.
 - Click **E-Mail Notification Template Configuration**.
 - Click **Set Default Format and Language**.

- Step 4** Modify the following fields in the Templates Default Format and Language page:
- [Default format for e-mail notification templates](#):, page B-185
 - [Default language for e-mail notification templates](#):, page B-185
- Step 5** Click **Save**.
-

Related Topics

- [About E-Mail Notification Templates and Language Property Files](#), page 12-6
- [About This Page: Templates Default Format and Language](#), page B-184

Downloading a Language Property File

This topic describes how to download a language property file from Cisco Unified MeetingPlace Express.

This task is useful for saving a copy of a working language property file before you edit it, in case you decide to revert back to the previous version. You can also download a language property file to your PC, modify it using a text editor such as WordPad, and then upload the language property file to Cisco Unified MeetingPlace Express.

Procedure

-
- Step 1** Log in to Cisco Unified MeetingPlace Express.
- Step 2** At the top of the page, click **Administration**.
- Step 3** On the left side of the page:
- a. Click **System Configuration**.
 - b. Click **E-Mail Service Administration**.
 - c. Click **E-Mail Notification Template Configuration**.
 - d. Click **Download a Language Property File**.
- Step 4** Choose the language property file to download.
- Step 5** Click **Download**.
- Step 6** To open and view the language property file, follow these steps:
- a. Click **Open**.
 - b. If you are prompted with an Open With dialog box, then choose a text editor, such as WordPad.
- Step 7** To save the language property file, follow these steps:
- a. Click **Save**.
 - b. In the Save As dialog box, use the **Save in** drop-down list to navigate to the directory where you want to save the exported file. Click **Save**.
 - c. If the Download Complete dialog box appears, click **Close**.
-

Related Topics

- [About E-Mail Notification Templates and Language Property Files, page 12-6](#)
- [Uploading the Language Property File, page 12-14](#)
- [About This Page: Download a Language Property File, page B-62](#)

Uploading the Language Property File

This topic describes how to upload a language property file from a PC to Cisco Unified MeetingPlace Express.

Performing this task is useful if you modify the language property file in Cisco Unified MeetingPlace Express and decide to revert to a previously downloaded language property file. You can also upload a language property file to Cisco Unified MeetingPlace Express that you modified on your PC.

Before You Begin

Uploaded language property files must have the exact same case-sensitive filename as an existing language property file on the system. For example, the U.S. English language property file name is `Templates_en_US.properties`.

To see the valid filename of a language property file, complete [Step 1](#) through [Step 5](#) in the [“Downloading a Language Property File” section on page 12-13](#). Then click **Save**. The filename appears in the Save As window.

Procedure

-
- | | |
|---------------|--|
| Step 1 | Log in to Cisco Unified MeetingPlace Express. |
| Step 2 | At the top of the page, click Administration . |
| Step 3 | On the left side of the page: <ol style="list-style-type: none"> a. Click System Configuration. b. Click E-Mail Service Administration. c. Click E-Mail Notification Template Configuration. d. Click Upload a Language Property File. |
| Step 4 | In the Language Name field, select the language. |
| Step 5 | In the Choose language file to upload field, click Browse and select the correct file. |
| Step 6 | Click Upload . |
-

Related Topics

- [About E-Mail Notification Templates and Language Property Files, page 12-6](#)
- [Downloading a Language Property File, page 12-13](#)
- [About This Page: Upload a Language Property File, page B-186](#)

Editing a Language Property File

This topic describes how to modify the a language property file, which defines the language translations of tags used in the e-mail notification templates.

Before You Begin

- Read the [“About E-Mail Notifications”](#) section on page 12-1.
- Changes to the language property files affect *all* e-mail sent from the server. You cannot customize language property files or e-mail notification templates for a single user.
- If you plan to modify a language property file through the Cisco Unified MeetingPlace Express Administration Center, then we recommend that you first save a copy of the existing language property file, in case you want to return to the previous version. See the [“Downloading a Language Property File”](#) section on page 12-13.

Procedure

-
- Step 1** Log in to Cisco Unified MeetingPlace Express.
- Step 2** At the top of the page, click **Administration**.
- Step 3** On the left side of the page:
- a. Click **System Configuration**.
 - b. Click **E-Mail Service Administration**.
 - c. Click **E-Mail Notification Template Configuration**.
 - d. Click **Edit Language Property File**.
- The Edit Language Property File page appears.
- Step 4** In the [Language](#) field, choose the language property file to edit.
- Step 5** Modify the language property file.
- Step 6** To save your template changes, click **Save**.
-

Tips

- Tags are case-sensitive.
- To return values to the previously saved settings, click **Reset**.
- To exit the page without saving changes, click **Cancel**.
- Because the same tags are used in multiple templates, you should preview all templates after modifying a language property file. See the [“Editing Templates for E-Mail Notifications”](#) section on page 12-11.
- For an example, see the [“Example of Modifying an E-Mail Notification Template and a Language Property File”](#) section on page 12-10.

Related Topics

- [About E-Mail Notification Templates and Language Property Files](#), page 12-6
- [Downloading a Language Property File](#), page 12-13
- [Editing Templates for E-Mail Notifications](#), page 12-11

