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Authorized Cisco Unified MeetingPlace users can create and modify teams (lists of Cisco Unified MeetingPlace users), which all users can use when scheduling meetings or outdialing from a meeting. System administrators can limit the number of teams an authorized user can create.

#### To Define Teams

1. Open MeetingTime, click the Register Book, and select the **Teams** tab.  
Currently defined teams display in the Names list. Clicking a team in this list displays the properties of that team in the Team Information area.
2. Add, change or delete teams, as follows.

To	Do This
Add a team	Click the <b>New</b> button. Enter information about that team for Team Information, then click <b>Save</b> .  <b>Note:</b> You can include up to 200 members in each team.
Change a team	Click the team to change. Change settings for Team Information, then click <b>Save</b> .
Include or change details about the team	With the team information displayed, click <b>Details</b> . You can add or change the team description, the ID of the person who last modified the team, or the date and time the team was modified.
Delete a team	Click the team to delete, and click the <b>Delete</b> button.
Search for teams in the database	Click the ' <i>Find Teams</i> ' button (the magnifying glass above the Names list), enter search information in the Directory window, then click <b>OK</b> .  The system searches for teams by name or number. If the Name or Number field is blank, all teams are found and displayed. Clicking the <b>Add</b> button also displays the Directory window.

For details about team attributes, see the [Properties of Teams](#).

## Properties of Teams

[Table: Properties of Teams](#) describes team properties.

**Caution!** All teams are public because users can see and use them for inviting or outdialing purposes.

**Table: Properties of Teams**

<b>Property</b>	<b>Description</b>
Name	The name of the team. Each name must be unique. This is a required entry.
Number	A numeric identifier of the team, used to access teams from a touch-tone phone. Each number must be unique. This value is required.
Owner	The name of the team owner or creator. This is a read-only field.
Editable by Others?	Whether information about this team can be modified by others. By default, teams are non-editable.
Members	Displays a list of all team members.
Description (from the <b>Details</b> button)	A description of the team. You can enter up to 127 characters in this description field.
Last Modified (from the <b>Details</b> button)	For shared teams, this field displays the user ID of the person who last modified the team. For non-shared teams, this field always displays the team creator.
Last Modified (from the <b>Details</b> button)	For shared teams, this field displays the date and time of the last modification. For non-shared teams, this field always displays the date and time when the team was created.