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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 **New** button. Enter information about that team for Team Information, then click **Save** . **Note:** 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 **Save** .
Include or change details about the team	With the team information displayed, click **Details** . 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 **Delete** button.
Search for teams in the database	Click the ' *Find Teams* ' button (the magnifying glass above the Names list), enter search information in the Directory window, then click **OK** . 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 **Add** 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

Property	Description
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 **Details** button)	A description of the team. You can enter up to 127 characters in this description field.
Last Modified (from the **Details** 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 **Details** 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.