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After you choose your profile maintenance strategy, determine how to segment your user population into user groups. In Cisco Unified MeetingPlace, user groups are organized according to a shared set of attributes.

Before you begin, decide how to arrange users into groups, using the following information:

- Billing information (see the [Billing Information](#) section)
- Class-of-service privileges (see the [Class of Service Privileges](#) section)
- Organizational boundaries (see the [Time Zone](#) section)
- Departmental support contacts (see the [Departmental Support Contacts](#) section)

Each Cisco Unified MeetingPlace profile contains over 50 attributes that control user class of service privileges (also called permissions) and their meeting preferences. By arranging users into groups, you can easily maintain profiles for similar users. When something about that group changes (such as the departmental contact), you can update all the users in that group at one time.

Groups also determine the sort order of records in Cisco Unified MeetingPlace standard reports. Information from users in the same group appears together.

To Define User Groups

Note: Before you begin, make sure you complete [Worksheet 5-17: User Groups](#).

1. By using MeetingTime, log in to Cisco Unified MeetingPlace.
2. In the MeetingTime reception room, click the Register Book.
(Or choose **Administration** menu > **Configure** .)
The Register window opens with the Configure tab displayed.
3. From the Views list, select **User Groups** and click **New** .
4. Enter a value for each parameter (attribute).
Use the information you entered in [Worksheet 5-17: User Groups](#).
5. Click **Save Changes** .