

Main page: [Cisco Unified MeetingPlace, Release 7.0](#)

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To find this page, click **System Configuration > Meeting Categories**. Then click **Add New**.

Table: Field Reference: Add Meeting Categories Page and Edit Meeting Categories Page

Field	Description
Name	Identifies the meeting category on the scheduling page and in meeting details.
Owner	<u>User ID</u> of the meeting category owner.
Description	Enter a description that will help system administrators maintain the meeting categories, for example, how to distinguish one meeting category from another.

Related Topics

- [Configuring Meeting Categories](#)
- [Meeting Categories Page](#)