

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

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

Table: Navigation Reference: Meeting Categories Page

To	Do This
Sort by owner, last modifier, or last modification time	Click the Owner , Last Modified By , or Last Modified Time column heading.
Change the sort order to ascending or descending	Click the column heading to display an arrow. Click the heading again to toggle between a down arrow (ascending sort) and an up arrow (descending sort).
Display a shorter or longer list in one view	At the bottom of the page, in the Rows per page field, select the number of entries to display.
Display a different page of entries	At the bottom of the page, perform one of the following actions: <ul style="list-style-type: none"> • In the Go field, enter the page number to display, and click Go. • Click the arrows to page through the list.
Search by name	Enter at least the first character of the name, and click Search .
Edit an existing entry	Click an entry.
Create a new meeting category	Click Add New .
Delete one or more meeting categories	Check the appropriate check boxes in the far left column, then click Delete Selected . Restriction: You cannot delete the preconfigured Standard meeting category.

Related Topics

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