

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

**Up one level:** [Reference Information](#)

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

**Table: Navigation Reference: Meeting Categories Page**

<b>To</b>	<b>Do This</b>
Sort by owner, last modifier, or last modification time	Click the <b>Owner</b> , <b>Last Modified By</b> , or <b>Last Modified Time</b> 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"> <li>• In the Go field, enter the page number to display, and click <b>Go</b>.</li> <li>• Click the arrows to page through the list.</li> </ul>
Search by name	Enter at least the first character of the name, and click <b>Search</b> .
Edit an existing entry	Click an entry.
Create a new meeting category	Click <b>Add New</b> .
Delete one or more meeting categories	Check the appropriate check boxes in the far left column, then click <b>Delete Selected</b> .  Restriction: You cannot delete the preconfigured Standard meeting category.

#### Related Topics

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