Main page: Cisco Unified MeetingPlace, Release 7.0

Up one level: Reference Information

To find this page, click **User Configuration > User Groups**. By default, this page displays user groups sorted by group name in ascending order.

Table: Navigation Reference: User Groups Page

To	Do This
Sort by group name, group number, or active status	Click the relevant column heading. Restriction: The system sorts entries as text strings. For example, if you sort by number, the system lists 10 as a lower number than 2.
Change the sort order to ascending or descending	Click the column heading to display an arrow. Click the arrow to toggle between a down arrow (ascending sort) and an up arrow (descending sort). Restriction: The system sorts entries as text strings. For example, if you sort by number, the system lists 10 as a lower number than 2.
Display a shorter or longer list of user groups in one view	At the bottom of the page, in the Rows per page field, select the number of user groups to display.
Display a different page of user groups	At the bottom of the page, perform one of the following actions: • In the Go field, enter the page number to display, and click **Go**. • Click the arrows to page through the list.
Create a new user group	Click **Add New**.
Delete user groups	Check the appropriate check boxes in the far left column, then click **Delete Selected**. Restriction: The preconfigured System user group cannot be deleted.

Related Topics

- Configuring User Profiles and User Groups for Cisco Unified MeetingPlace

- Add User Group Page