

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

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To find this page, click **User Configuration > User Profiles**. By default, this page displays user profiles sorted by username in ascending order.

**Table: Navigation Reference: User Profiles Page**

<b>To</b>	<b>Do This</b>
Sort by username, profile number, or name	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 profiles in one view	At the bottom of the page, in the Rows per page field, select the number of user profiles to display.
Display a different page of user profiles	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 username	Click the <b>User ID</b> radio button, enter the first characters of the username, and click <b>Search</b> .
Search by first or last name	Click the <b>Name</b> radio button, enter at least the first character of the first name or last name, and click <b>Search</b> .
Edit an existing user profile	Click <b>Edit</b> in the same row as the user profile.
Create a new user profile	Click <b>Add New</b> .
Delete one or more user profiles	Check the appropriate check boxes in the far left column, then click <b>Delete Selected</b> .  Restriction: The preconfigured admin and guest profiles cannot be deleted.

**Related Topics**

- [Configuring User Profiles and User Groups for Cisco Unified MeetingPlace](#)
- [Add User Profile Page](#)