

You can search for and locate Cisco Unified MeetingPlace users in the users, groups, and teams databases. You search for information in the Directory window. This window displays when you:

- Invite profile users to a meeting
- Add members to teams
- Search profiles to do managed outdial

Use [Table: Search Methods for Users, Groups, and Teams](#) for searching user and group profiles and teams.

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**Table: Search Methods for Users, Groups, and Teams**

To	In the Directory Window, Do This
Find a profile or team	For Search for Profiles, enter text or a number, then click the binoculars button. For details about each option, see the <a href="#">Search Options</a> .
Add a profile or team	Double-click the profile or team name in Found. (Or click the profile or team name and click <b>Add</b> .) The profile or team name moves to Selection. Then click <b>OK</b> .
Remove a profile or team	Click the profile or team name and click <b>Remove</b> . Then click <b>OK</b> .
Change the database you want to search	Click <b>Options</b> , then click the binoculars button. The search results are displayed in Found. (Each new search results clears the previous result in this list.)

Remember the following information:

- You must enter the entire value that you are searching for. Partial search criteria can return unexpected results.
- Search criteria is case sensitive.
- To run reports that include this profile, deactivate this profile until all reports have been run for the time period that the profile was active. For information on deactivating profiles, see the [About Maintaining Configuration Records](#).

## Search Options

By default, profiles are searched according to the nature of the search string. So, for example, if the search string is a number, it searches for profiles where the criteria *profile* number matches the search number, as well as teams where the team number matches the search number. If the search string is text, it searches for profiles where the criteria *user ID* matches the text, as well as teams where *name* matches the search text.

### To Change Search Options

1. In the Directory window, click the **Options** button.

Table: Changing Search Options describes each search option.

**Table: Changing Search Options**

Choose	To Search For
Using Smart Search	All profile entries (everything) according to the nature of the search string that is entered in Search For (this is the default option)
By User ID	Profiles that begin with the search text string that is entered in Search For
By Last Name	Profiles that begin with the search text string that is entered in Search For
By Profile Number	Profiles where the profile number matches the search string that is entered in Search For
By Group Name	All profiles in a group where the name matches the search string that is entered in Search For
By Team	All the profiles in teams where the team name or number matches the search string that is entered in Search For