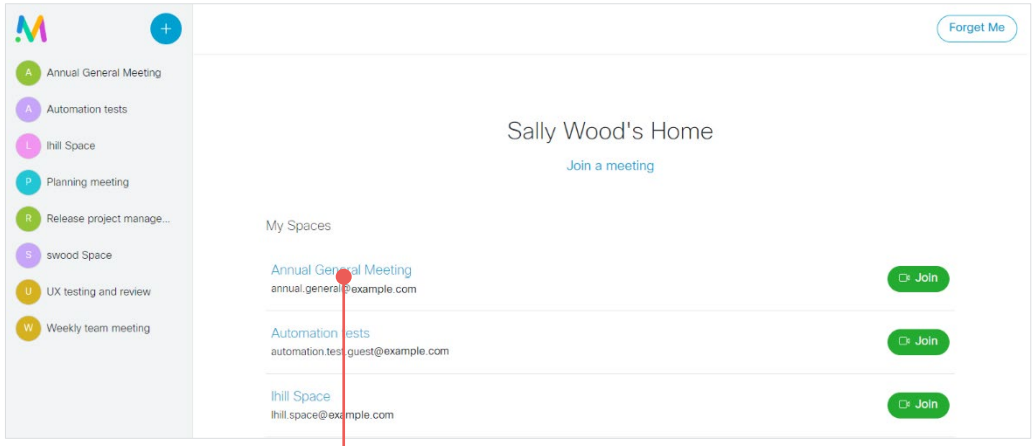
Edit or delete a space

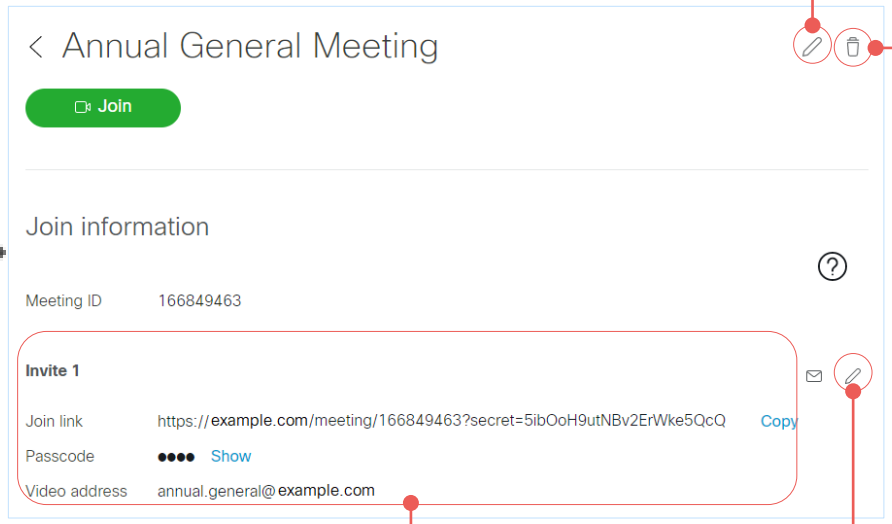
1. Sign into Cisco Meeting Server web app



Click on a space name to view the space join information

2. Web app allows you to customize the following:

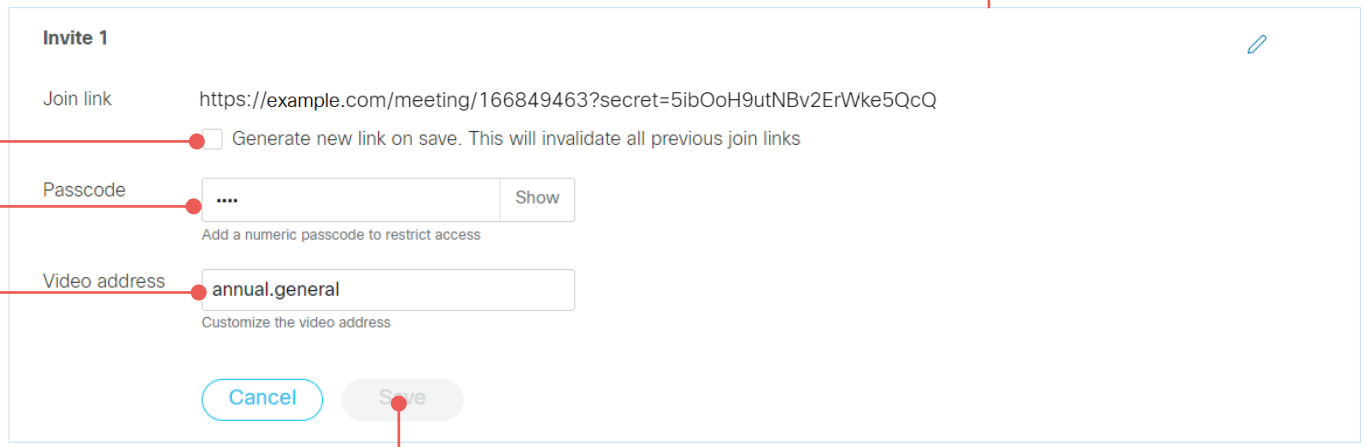
- Space name
- Join information



Click to edit space name

Click to delete the space, this cannot be undone.

Click this to edit join information



Click '**Generate new link on save**' to get a new meeting join link for the meeting

Enter a passcode to restrict access to the space for security purposes. This is optional and can be blank.

Enter a new address. If already in use, the app will suggest one that closely matches your choice

Click to save the changes

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http://www.cisco.com/c/en/us/support/conferencing/cisco-meeting-app/products-user-guide-list.html