



CHAPTER 4

Finding a Meeting

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Finding a Meeting

You can find meeting details for past, present, and future meetings. The list of found meetings depends on the options you choose.



Note

Your system administrator may purge records of older meetings at any time. You cannot find purged meetings.

Before You Begin

- Know the URL of the Cisco Unified Conferencing for TelePresence server on which the meeting is scheduled.
- Make sure that you are on the company network.

Procedure

- Step 1** Open a web browser and enter the URL of the Cisco Unified Conferencing for TelePresence server.
- Step 2** (Optional) Log in as a profiled user.
- Step 3** Click **Find** on the top of the page.
- Step 4** Choose your search criteria:

To	Do This
Find meetings that you scheduled and to which you were invited. Note You must have logged in with your profile to see this option.	Click My meetings .
Find meetings that are available for anyone to see.	Click All meetings .
Find meetings that have a particular meeting ID.	Enter the Meeting ID.

Step 5 Enter a date range.

If you do not enter a date range, the search returns meetings that occur today with your search criteria.

Step 6 Click **Find**.

Step 7 Scroll through the list to find your meeting.

- If additional meetings meet your criteria, a list of page numbers appear at the bottom of the list of meetings.
- Click the arrows or a page number to view additional meetings.

Step 8 Click a meeting ID to see the meeting details.



Note When meetings are scheduled through Microsoft Outlook, invitees that are not in the Cisco Unified Conferencing for TelePresence database display on the Meeting Details page as guest.

Troubleshooting Tips

If you do not see the meeting you are looking for:

- Make sure that you entered your search criteria correctly.
- The meeting you are looking for may have been purged.

Related Topics

- [How to Resolve Find Meeting Problems, page 7-4](#)

