



## Finding a Meeting

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## Finding a Meeting



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**Note** If you cannot find information about an older meeting, contact your system administrator to see if the record has been purged.

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### Procedure

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- Step 1** Open a web browser and enter the URL of the Cisco Unified MeetingPlace web user portal.
  - Step 2** Select **Find Meeting**.
  - Step 3** Sign in as either a profiled user or as a guest.
  - Step 4** (Optional) Enter the ID of the meeting that you are trying to find.
  - Step 5** Select **Find Meeting**.
    - By default, the **Meeting Search** page displays a list of today's meetings and continuous meetings.
    - If you did not sign in as a profiled user, you may not see a complete list of meetings that are scheduled to take place today. Contact the meeting scheduler if you cannot find the meeting you are looking for.
  - Step 6** (Optional) To browse past or future meetings, select the relevant radio dial.
  - Step 7** (Optional) To browse beyond the default settings, modify the meeting search parameters and select **Search**.
  - Step 8** To find out more about a specific meeting, select the meeting ID link.
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### Troubleshooting Tips

If you cannot find your meeting in the results, it may be due to the following reasons:

- It was set as a private meeting. In this case, contact the meeting scheduler.
- It is a public meeting but was restricted to appear to invitees only.
- The administrator purged the record of the meeting you are looking for.

**Related Topics**

- [Field Reference: Find Meeting Page](#)
- [Find Meeting Problems](#)

## About Finding Cisco Unified Personal Communicator Meetings

When a user starts a web meeting from Cisco Unified Personal Communicator, the conferencing system generates a meeting URL and sends it to the meeting initiator.

You must know the meeting URL to find a Cisco Unified Personal Communicator meeting. Contact the meeting initiator for this information. Such meetings are not listed on the Cisco Unified MeetingPlace **Find Meetings** page.

**Related Topics**

- [About Web Meetings Launched from Cisco Unified Personal Communicator](#)