To: Meeting Maker Users on the NU Database  
From: NUIT Communications  
Date: July 2, 2010

Subject: ALERT: Scheduled Meeting Maker maintenance during the weekend of July 9, 2010

This is to inform you that Northwestern University Information Technology (NUIT) will be conducting maintenance on the Meeting Maker database to purge all user calendar data older than September 1, 2008. The MM server will be unavailable from 6:00 p.m. Friday, July 9 through 6:00 a.m. Saturday, July 10 while the purge takes place. Following the purge, only entries from September 1, 2008 to present will be available.

During this time, the Web client version of Meeting Maker will be unavailable; however, you may still access your desktop client for viewing purposes only by choosing “Work Offline”. You should not make any changes until the maintenance is complete.

In the event that you need to retain data older than September 1, 2008, NUIT has created easy-to-use instructions for you to export your entries from your Meeting Maker client application to your local hard drive. Visit the NUIT Web pages at http://www.it.northwestern.edu/software/meetingmaker/win/mm-win-export.html> for Exporting Meeting Maker data for Windows and <http://www.it.northwestern.edu/software/meetingmaker/mac/mm-mac-export.html> for Exporting Meeting Maker data for Macintosh for details. Please note that you must complete this by July 9, prior to the scheduled maintenance.

*BEBFORE July 9, 2010*  
As with any software maintenance, users are encouraged to print their current Meeting Maker schedules and synchronize personal digital assistants (PDAs) before the scheduled maintenance to ensure that a recent backup reference is available. 
As part of NUIT’s Meeting Maker policy <http://www.it.northwestern.edu/policies/mmpolicies.html>, this maintenance is necessary to ensure maximum performance to the NU community.

More information can be found on the NUIT Web site at <http://www.it.northwestern.edu/transitions/2010/mmpurge.html>. Please direct questions to the NUIT Support Center at 847-491-HELP (4357) or e-mail consultant@northwestern.edu.

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