

FROM: it-communications@northwestern.edu
TO: All Meeting Maker Users
DATE: March 9, 2008
SUBJECT: Meeting Maker 8.7 Upgrade a Success - please use these instructions to download

To All Meeting Maker Users:

Northwestern University's calendaring system, Meeting Maker (MM), was successfully upgraded to version 8.7. You may now begin the upgrade process. We expect a high volume of users to download at the start of the business day on Monday, so if you experience a slow-down, please be patient.

NOTE: If you experience any difficulty upgrading to MM 8.7, you are able to use the MM Web Client until you receive the technical assistance you need.

****UPGRADE PROCESS****

--WINDOWS USERS will be automatically prompted to upgrade to the new version the first time MM is launched. It will take 10 to 15 minutes to complete. If you experience difficulty with the automated upgrade, you may manually download the software.

Installation instructions can be found at:

<<http://www.it.northwestern.edu/software/meetingmaker/win/mm-win-inst.html>>

To download the software, go to the Meeting Maker software page and click "Download the Windows MM Client" link at:

<<http://www.it.northwestern.edu/software/meetingmaker/index.html>>

--VISTA USERS need administrative privileges to install MM 8.7. Before logging in to MM on or after the upgrade date, follow these instructions:

- Right click on any MM icon.
- Select "Run as Administrator" from the popup menu.
- When prompted, supply credentials for an administrative account on your computer.

--MAC 10.3 and 10.4 USERS will need to download and run the MM 8.7 installer manually. Instructions for upgrading to MM 8.7 for Macintosh can be found at:

<<http://www.it.northwestern.edu/software/meetingmaker/mac/mm-mac-inst.html>>

NOTE: Although Meeting Maker 8.7 will run on Mac 10.5 (Leopard), the vendor does not offer technical support for this configuration. Known issues are detailed here:

<<http://www.it.northwestern.edu/software/mac/leopard.html>>

To download the software, go to the Meeting Maker software page and Click either the "Download Macintosh MM Intel Client" link or the "Download Macintosh MM PowerPC Client" link listed under "Install and License" at:

<<http://www.it.northwestern.edu/software/meetingmaker/index.html>>

--PALM CONDUITS FOR MEETING MAKER: In previous MM versions, Palm Conduits was included as part of the MM installation. In MM 8.7 Palm Conduits must be installed separately.

Windows Instructions for installing Palm Conduits for Meeting Maker 8.7 can be found at:

<<http://www.it.northwestern.edu/software/meetingmaker/winpalm/mm-palm-win-inst.html>>

Macintosh instructions for installing Palm Conduits for Meeting Maker 8.7 can be found at:

<<http://www.it.northwestern.edu/software/meetingmaker/macpalm/mm-palm-mac-inst.html>>

Download links for both the Windows and Mac upgrades to Palm Conduits can be found on the Meeting Maker Software page under "Install and License" at:

<<http://www.it.northwestern.edu/software/meetingmaker/>>

-- MEETING MAKER FOR OUTLOOK (MMCO): An upgraded version of MMCO is available upon request to meeting-maker@northwestern.edu.

NOTE: If you are a current MMCO user and you do not intend to upgrade, you must uninstall MMCO to avoid seeing synchronization error messages within Outlook.

Additional information is available on NUIT's "What's New & Changing with Technology @ NU?" site at:

<<http://www.it.northwestern.edu/transitions/2008/mmupgrade.html>>

If you need technical assistance with this upgrade, contact your department/school technical support person or call the NUIT Support Center at 847-491-HELP (4357) or consultant@northwestern.edu.

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