MeetingMaker Testing Instructions for Macintosh Users

There are two ways to test the installation of the MM8.5 native client:

1. **Auto-upgrade for existing MM users**

For existing MM users, clients will be auto-upgraded from version 7.5 to 8.5 the first time they attempt to access the MM server after the server is upgraded. The current MM client for Macintosh can be downloaded from the NUIIT Web site at:

http://www.it.northwestern.edu/software/staff/dept/meetingmaker/

To test this, you will need to install the current version of Meeting Maker (7.5) and then configure the client to access: geneva2.itcs.northwestern.edu.

*Please note that for the auto-upgrade to complete successfully, Macintosh users will need to have Administrator permissions on the computer.*

**We are currently investigating an issue that prohibits some Macintosh users from using the auto-upgrade feature. If you are unable to complete the auto-upgrade, please follow the instructions below for the MM8.5 native client installation.**

**Auto-upgrade Installation Instructions:**

a. Launch the Meeting Maker client. Once you login you will receive a message: "The client is incompatible with the server, but an upgrade is available. Do you wish to install it? Click "Yes."

b. The Install Window will open prompting: "Where would you like to install Meeting Maker Calendar." Choose Restore Default Folder, then click Next.

c. There will be a warning, making sure you want to overwrite the existing. Click OK.

d. When asked about copying existing Meeting Maker data, select "Copy Meeting Maker Data" and click Next

e. You will then be prompted: "Where would you like to create aliases", choose On Desktop. Then click Next.

f. It will copy and install the files, at the "Install Complete" window, check the "Launch Meeting Maker Calendar" and click "Done".

*If your current NetID password does not work while logging in, try your previous password. The MM test server has not been synched with SNAP yet.*

2. **Custom installation for new MM users**

TSS has built custom MM8.5 native client installers for users who install MM after the upgrade. These can be downloaded from:

<ftp://plato.it.northwestern.edu/plato/secret/meeting-maker-installer.sit>
Install the new MM client, ideally in an environment with no previous Meeting Maker installations. If the testing is being done on a production machine that already has MM installed on it, it is important to install this version of MM as a separate instance. To do so, install MM 8.5 into a new directory (MMTEST, for example) instead of the default Meeting Maker directory.

After downloading and launching the installer:

a. This is the window where you would select the alternate installation directory (if applicable). To keep the default, click "Next".

b. Click "Install".

c. Click "Done".

Configuration Instructions:

a. In the "Welcome" dialog box enter your NetID in the "Name" field and your NetID password in the "Password" field and click "Select".

b. In the "Select Server" dialogue, click "Configure." In the "Host List" text box, type "geneva2.itcs.northwestern.edu" and click "OK".

c. Wait while the "Select Server" list populates. Select your proper MM server in the right column and click "Select".

d. In the "Welcome" dialog box, click "Sign In".

*If your current NetID password does not work while logging in, try your previous password. The MM test server has not been synched with SNAP yet.*