Meeting Maker Connector for Microsoft Outlook (MMCO) Testing

Instructions

The Meeting Maker Connector for Outlook (MMCO) is now available for pre-release testing. The MMCO offers a way for Meeting Maker and Microsoft Outlook users within the University to collaborate by enabling them to schedule meetings in either Outlook or Meeting Maker, whichever is preferred. Outlook users can schedule meetings using Meeting Maker's user/resource/location lists and view the availability of Meeting Maker users.

Testing Instructions:

1. Close MM85 and Outlook if you have it open.

2. Download and run the MMCO executable:
   <ftp://nuns.it.northwestern.edu/pub/secret/mmcoinst.exe>

3. Select "Next".

4. You must change the destination folder from your production version of MM to your "test" instance of MM and select "Next".

5. Click "Next".

6. Click "Finish".

7. Open Outlook.

8. You will receive a message that says "One or more login values are missing, preventing synchronization with Meeting Maker. Do you want to enter these now?" Select "Yes".

9. Enter the appropriate login values:
   - User name = your NetID
   - Password = the password you entered to access the test client (this may or may not be your current password)
   - Server = enter either IT_Meeting_Maker, Kellogg_Meeting_Maker, or WCAS_Meeting_Maker
   - Meeting Maker Connection URL:
     http://nummco.itcs.northwestern.edu:8080/mmco/services/MM

10. The synchronization should begin. This could take quite awhile (even up to one hour depending on the amount of meeting data you have). You should see an icon in your system tray that will indicate that the synchronization is in process. You may receive a few errors once the synchronization is complete because Outlook does not handle some types of recurring meetings.

11. After the installation and synchronization are complete, it is recommended that you close Outlook and reboot your system.

After the reboot, launch Outlook and verify the calendar data from MM85 has now been transferred to the Outlook calendar. At this time, you can begin to propose meetings in Outlook and receive them in Meeting Maker or vice versa.
**Additional information:**

- Within Outlook, you will now notice a new MM tab under Tools>Options, as well as a MM tab in the menu bar which allows you to "Synchronize Now".

- After working with the MMCO, you may want to change the MM synchronization setting from 5 minutes to something higher (the maximum is 30 minutes). This can be changed in Outlook by selecting Tools>Options>Meeting Maker and changing the value for "Synchronize calendar every 5 minutes" to "30" minutes.