Sneak Peek: Preview the New Meeting Maker

Check out the new features of the Meeting Maker 8.5.3 upgrade before it takes effect Monday, March 27.

Learn how to make Meeting Maker work for you, using new functionality for proposed meetings, side-by-side proxies, recurring banners, and drag-and-drag functions.

FREE NUIT TECH TALKS
Sneak Peek: Preview the New Meeting Maker 8.5.3
Friday, March 17 OR Friday, March 24
12 p.m. - 1 p.m.
Library Forum Room • Wieboldt Hall, Room 421

Please register online at
www.it.northwestern.edu

NORTHEASTERN UNIVERSITY INFORMATION TECHNOLOGY
Meeting Maker Upgrade

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Agenda

- Transition from Meeting Maker (MM) 7.5 to 8.5
- What’s new and different in MM 8.5?
- Tips and tricks for effective use
- Coming soon – MM connector option
MM Upgrade Transition

• Transition occurs the weekend of March 24-26
• Users able to upgrade Monday morning, March 27
• Users should:
  – Print a copy of your current MM schedule on or before Friday evening
  – Create archive of MM schedules prior to 03/24/2004
  – If you are a Palm user, synchronize your schedule before Friday evening
Archive MM Schedules

Old MM schedules prior to 03/24/2004 will be purged.

Create archive of MM schedules, if desired.

See the NUIT Web site for instructions on how to export data:

<http://www.it.northwestern.edu/software/staff/dept/meetingmaker/>
What’s New and Different in MM 8.5?

• New look and feel
• Task Bar and Calendar Navigator
• Show Proxy in Calendar
• “Pencil-in” feature
• View Calendar as text
• Banners applied to recurring events
What’s New and Different in MM 8.5?

• E-mail Guests option
• New and improved Web client
• Enhanced printing and To Do functions
• Quick List is now called Favorites
• Contact List is now called Address Book
• Instant Messaging feature discontinued
Meeting Maker 8.5

Choose font/size. (Edit menu, View Options)

Adjust window splits between banners/schedule/options. (Click and drag double bar)
Task Bar and Calendar Navigator

**Task Bar:**
- Resize the width (Click and Drag double bar)
- Change calendar views
- Go to today
- Create new item

Calendar Navigator is always visible
Show Proxy in Calendar

See side-by-side view of yours and another user’s calendar, who granted you proxy.

To use, go to: Proxy; Show in Calendar; Choose Names and Add; OK.

Choose one or more names.

To remove names, choose in right-hand pane, click Remove.
Pencil-in Feature

See proposed meetings “Penciled-in”.

Click Accept or Decline.

No need to open proposals window.
See calendar as text; Go to View, then Text.
Recurring Banners

In addition to one-day and multi-day banners, now use recurring banners.

Go to File; then New Banner.

Select Frequency and Duration of Banner, enter agenda, etc.
Tips and Tricks for Effective Use

- Arranging your Meeting Maker windows
- Auto-pick feature
- Groups – Global and Local
- Using Proxies
- Publishing your Calendar
- Using Labels
Arrange windows to see all proposals and reminders.
Auto-Pick

When proposing a meeting to several individuals, save time by using the Auto-Pick button, which selects available times for all guests.
Groups – Local vs. Global

– A Local group is created locally on your computer. It is only accessible by you.

– A Global group is created on the server. It is accessible by anybody.
Groups – How are They Used?

Group view shows members’ availability and invites multiple users.

This is more efficient than proxying or scrolling through all users.
Some Common Proxy Questions

I want to see another user's calendar. I have added them to my proxy list, but they still don’t show up. What should I do?

I want to be able to see if our conference room is busy. But I don’t see the room in my list of proxies. My neighbor can see the room, but I can’t.
Proxies Use Permission Lists

– See and/or edit another account's calendar as if signed into the account.

– If you need access to another user’s schedule, they must add you to their proxy list.

– If you want others to access your schedule, you must add those users to your proxy list.
Publishing Your Calendar

Make your calendar available to non-Meeting Maker users.

Publish your calendar as HTML.

See instructions on the NUIT Web site:

<http://www.it.northwestern.edu/software/staff/dept/meetingmaker/>
Using Labels

Use labels to give activities and meetings a color.

Quickly recognize different types of activities and meetings.
Meeting Maker Connector Option (MMCO)

- View calendars in Outlook or MM view
- Synchronize Outlook calendar with handheld devices
- Eliminates the need for Intellisync client

This option will be deployed during the spring quarter; look for NUIT announcements
Questions?
Visit the NUIT Web Site

www.it.northwestern.edu
Contact Information

847-491-HELP (4357)

or

consultant@northwestern.edu
Future Tech Talks

- **March 24**: Repeat of Preview Meeting Maker 8.5.3
- **April 7**: Avoiding Social Engineering Scams
- **April 14**: Spring Cleaning: Keep Your Computer in Great Shape
- **April 28**: Evaluating and Selecting a Web Hosting Service

*Same locations, Noon – 1 p.m.*