To all NUIT Meeting Maker users:

Northwestern's Meeting Maker (MM) server software (version 7.1) will be upgraded to version 7.5 on Saturday, January 10, 2004. In order to configure the new software, the MM server will be unavailable between 3 a.m. on January 10 and noon on January 11. This upgrade is being done to apply patches and fix bugs on the server.

In addition, due to the extremely large size of the current MM database and for better management of services, NUIT users will be moved to a newly assigned MM database during the upgrade. This move will only affect NUIT users. Following the upgrade, NUIT users will be required to reconfigure their MM software client to point to a new MM server. Once you make the change, your MM will continue to work as it does today.

As with any software upgrade, NUIT recommends some basic user preparation:

- Print your current MM schedule on Friday, January 9 or before to ensure that you will have a recent backup reference.
- Palm users should synchronize their schedules the day before the upgrade.

To reconfigure your MM software client AFTER the upgrade, please follow the steps below:

- Launch Meeting Maker.
- From the "Welcome to meetingmaker" login window, click the Server Select button on the lower right of the window. This will open a "Select Server" window.
- Select "IT_Meeting_Maker" from the Select Server field, then click "Select."
- Input your user name and password and click "Sign In."
- If you use a Palm device to synchronize your MM schedule, you will need to reconfigure the correct server name in the Palm software as well.

Following the upgrade, new online assistance for reconfiguring the MM software clients and Palm devices for the new server will be made available at the Meeting Maker Documentation Web site at http://www.tss.northwestern.edu/conferencing/meeting-maker/.

For additional technical assistance with this upgrade, please contact the NUIT Support Center at 847-491-HELP (4357).

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