Meeting Maker Best Practices

Chris Johnson
Technical Support Specialist
Agenda
Meeting Maker Best Practices

• Solutions for Common Challenges
• The Best Source for Help
• How to Change the Look and Feel
• Creating Activities
• Managing Invitees and Proxies
• Questions
Solutions for Common Challenges

**Challenge:**

• “I can’t see my most up-to-date calendar when I use Meeting Maker from off campus.”

**Solution:**

• Log into VPN before starting Meeting Maker, this creates a secure connection

• Use the MM Web client at https://meetingmaker.northwestern.edu/mmwebclient/
Solutions for Common Challenges

Challenge:

• “Why am I experiencing…
  – inability to print my calendar and events correctly?”
  – a reset of the format changes I’ve made?”
  – regular crashes of the program?”
  – timeouts with the Web client?”

Solution:

• The Meeting Maker vendor released a fix for many of these bugs, version 8.5.3b171

• Available on the NUIT Web site http://www.it.northwestern.edu/software/staff/dept/meetingmaker/
Solutions for Common Challenges

Challenge:
- “This version seems to open and close more slowly than the previous version.”

Solution:
- Your patience is required on this one!
- The Meeting Maker vendor is aware of the issue and tells NUIT that every new version of MM will indeed be slower than you are used to.
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Get Familiar with Meeting Maker Help

Provides step-by-step instructions

Easy to search for topic of interest with Web interface

Find it in the Help Menu, select Contents

Or, go to http://connect.peoplecube.com/support/

Information Technology
For Technical Problems, Call 1-HELP

- The NUIT Support Center can assist you with Meeting Maker technical problems
- Call 847-491-HELP (4357)
- E-mail consultant@northwestern.edu
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First, Some Common Terms

- **Task Bar**
- **Monthly Navigator**
- **Banner Area**
- **Calendar / Daily View**
- **Proposal Window**
Maximize Space for the Calendar

Resize the Task Bar

Just click and drag

Icons remain for easy navigation

Information Technology
Change the Date Viewed with Monthly Navigator

Jump to the month or day you want to see in Calendar View

Click directly on the date in the Monthly Navigator

Use the arrows to change months or years
Change Calendar Views

Try selecting each of the Calendar View options

View as Text is shown here

Notice how the Monthly Navigator tracks the dates that are viewed
Change to Classic View and Change Fonts

Go to Menu / Edit
Select View Options
Check Classic View
Select Font style
Select Font size
Change Calendar Colors

Customize colors to change the look of your calendar

Go to:
- Edit menu
- Preferences
- Colors tab
- Click on area to change
Change Activity Colors

Label activities with color coding to scan calendar more easily

- Click on activity
- Select Label
- Select Color
Adjust Proposals Window

Change the size of your Proposals Window so it fits on the screen with your calendar.

To resize:
- Hold your mouse over the blue edge of the Window
- Click and drag to desired size
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Use One of Three Ways to Create an Event

To create an event:

• Go to File, then New Activity/Meeting

• Click Task Bar for Create Activity/Meeting

• Click and drag directly on calendar day/time
Meeting Dialogue Box Provides Features for Customizing

- Is event recurring? Choose under Details tab
- Is event Flexible? If so, click box under Options tab
  - Event will not show up as busy on others’ view
  - Will indicate a small unlock icon on calendar
  - Meeting proposals cannot be flexible
Meeting Dialogue Box Provides Features for Customizing

Is an event just for you?

Keep event details hidden from those who see your shared calendar

• Click Private under Options tab
• Will indicate a small key icon on calendar
Invite Guests Easily

- Under Guests tab, select Edit List
- Search by last name
- Blue bar moves for a meeting time
- Use Autopick to jump to a time that is OK for everyone
Banners Have No Associated Time

Use for vacation time, deadlines, birthdays, or other reminders

Can be recurring

Cannot include guests

Are flexible by default, but can be made inflexible

Use daily recurring banners to synch with Palm devices
Easily Move the Date & Time

If you created the activity, you can move or copy

To move, click activity and drag to desired area

To copy and move, click activity and hold <CTRL>, drag to desired area

This feature does not apply to Month View
Proposals you receive will be “penciled in” on your calendar. Proposal window will pop up when you get a new one. Or, keep proposal window always open and adjust to fit on screen with calendar.
Manage Your Proposals in the Proposal Window

View all recent proposals in the Proposal Window

See more details with the arrow toggle and +/- More button

To delete proposal:
- Right click on proposal text
- Select Delete Invitation

Deleting Proposal DOES NOT delete the meeting from the calendar
Note if Meeting Invitees Have Accepted

View acceptances for your own meetings in the proposal window.

The meeting in Calendar View will also display the Decline icon.
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Add Common Invitees to Favorites

To create Favorites:
• Search for invitee
• Click Add to Favorites button

To view Favorites:
• Select Favorites from drop down menu in Guests Tab
Create Groups for Teams and Other Users Who Meet Frequently

Groups can include resources and locations

To create:

• Select Favorites from the Edit menu
• Click New Group
• Enter the name of the Group
• The Group now appears in your Favorites list, and you can add users to it
See a Group’s Availability with Group View

Any user can be added to a group and their availability will display.

Unlike proxies, which require permission, Group View does not display meeting details.

To access:
- From Menu, select View / Group View
- OR from Task Bar, Click View Group
Proxy Functions Share a User’s Calendar Details

The Proxy function requires permission because it shares meeting details.

To share your Calendar:
- Go to Proxy on the Menu bar
- Select Share Calendar
- Select the user to share with
- Click OK
Use Proxy to Access Others’ Calendars

View your available Proxies:

- On the Menu, go to Proxy
- From the available list (if any) select a proxy user and add to the Proxies Shown list
- Or, select More Proxies
- Click OK
- Return to the Proxy menu to see the user added
Show a Proxy Calendar and Your Calendar Side-by-Side

- Go to Proxy on the Menu bar
- Select Show in Calendar
- Select a Proxy user
- Click Add
- This may be most easily viewed in View as One Day mode
Questions?
Contact NUIT

www.it.northwestern.edu
847-491-HELP (4357)
consultant@northwestern.edu
Join Us for an Upcoming Tech Talk:

Evaluating and Selecting a Web Hosting Service for Personal Use

Friday, April 28, 2005
Same locations, Noon – 1 p.m.

Please register online: www.it.northwestern.edu