

# New Features

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## What's New in the Meeting Maker Calendar v8.6.3

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### New HTML Client

A new HTML client is now available for Meeting Maker. This new HTML client features drag-and-create functionality for meetings and banners in the calendar view, and also the ability to drag-and-drop a meeting to a new time in the calendar view. You can also now accept or decline an invitation from the calendar view, without having to open the invitation. You can also view a proxy's calendar side-by-side with your own calendar.

### An Email Address is Now Required

An email address is now required in User Information. When you update your user information in Meeting Maker, you must make sure an email address exists in the Email Address field. Your changes to User Information will not be saved until you enter an email address. If your administrator has added an email address to your account, you may want to check it in User information. To view or edit User Information, click the **Edit** menu and then **User Info**.

### iCalendar Enhancements

iCalendar support allows you to send meeting invitations to people and calendars outside of your organization. Several important enhancements for iCalendar functionality have been added to the native Meeting Maker Calendar application.

### Contact/Address Book Printing Enhancements

When you print a contact, the Custom and Info fields will now be printed if they are not empty.

### Group View Printing [9455]

You can now print the schedule for a group of accounts that are in the Group View. To print the schedule for a group of accounts that are in the Group View:

1. Open the Group View (Click **View** and then **Group View**).
2. Add users, locations, and resources to the Group View.
3. Click File and then Print Schedule. The Print Schedule window appears.
4. In the Form drop-down menu, choose Group View.
5. You can choose the page layout in the Page field.
6. You can specify additional print options by clicking on the **Form Options** button.
7. Click **OK** to print the Group View.

### Text Export Enhancements

Several enhancements have been made to the Text Export functionality in the Meeting Maker native Calendar. When you export Meetings and To Dos to Text, meeting guests and To Do participants are now included in the export [12254]. When you export your calendar to text, banners are now exported [14702]. If you have declined a single instance of a recurring meeting, the declined instance is no longer included when you export your calendar to text[13493].

## **Classic View**

You can use Classic View to display more hours during the day in the Daily View.

## **Publish to HTML Automatically**

You can publish your calendar in HTML format by using the Publish feature in the Meeting Maker Client. You can choose how often to refresh the HTML calendar with updated information, as well as the range of dates to publish.

## **Create Events on Date Selected**

When you create a new event (meeting, activity, or banner) from the taskbar or the File menu, the event is created on the date you have selected in the Monthly Navigator instead of the current date. The calendar interface has been updated and access to features has been streamlined.

## **Task Bar Links to Commonly Used Functions**

- Change to a Day, Week, Month or Text View
- Change to a Group View
- Show Proxies in your Calendar
- Create Activity, Meeting, Banner, or a To Do Item
- Move to a different date in any calendar view using the Calendar Navigator

## **Enhanced E-mail Functionality**

You can now contact attendees and send them attachments using your own email client while you are creating or viewing a meeting.

## **Integrated Group View**

The Master Schedule has been enhanced and is now known as the Group View. You can use the Group View to view the availability of a group of Meeting Maker users, resources, or locations. If you include proxies in your Group View, you may be able to view and work with the schedules of your proxies from the Group View, if your environment allows it.

## **Side-by-Side Proxies**

When you show a proxy in your Daily View, the proxy's schedule appears side by side with your own, with a separate column for that proxy in each day.

## **Recurring Banners**

You can create banners that recur at regular intervals.

## **New Text View**

The Text View provides a simple list of events by day. The time of each event appears in the left margin of the text view. The text view lists the title and location of each event. It also lists the proposer of meetings you did not propose.

## **Edit Events from the Daily View**

You can now change the title of an event and perform other changes directly from the Daily View.

## **Pencil-in Meetings**

Incoming meeting invitations can now appear on your calendar as penciled-in meetings. Penciled-in meetings do not affect busy time until you accept them. You can accept or decline them directly from your calendar.

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## **Known Issues in Meeting Maker Calendar**

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### **Selecting Agenda Text [8424]**

If a user clicks and drag-selects from top to bottom the agenda text in a recurring event or as a guest of a meeting, the last line of text will not be selected on Windows.

### **Showing Proxies in Your Calendar [8797]**

When you right-click on a proxy's event to label it while that proxy is shown side-by-side in your calendar, the dropdown label menu incorrectly shows your label colors rather than the proxy's label colors. However, if you add a label to an event, it correctly uses the proxy's colors.

### **Offline Share Calendar Changes [10761]**

Changes made to the proxies list in Share calendar window when you work offline are not saved when a user logs in. Only changes made while online are saved

### **Drag-create two or More Meetings [5068]**

Creating two or more meetings in the daily view by dragging only allows you to type in a title on the first meeting. The word "Untitled" will automatically be inserted as the title of the other meetings.

### **Resizing the Banner Area [12714]**

Resizing the banner area in the daily view does not stick if the main window is closed before you sign out or exit the application.

### **Font Type and Size for Contacts [4075]**

The font type and size for contacts and To Dos are set to the system font.

information, or need assistance, please contact your Meeting Maker administrator.