

Meeting Maker Upgrade Meeting
Detailed Agenda
March 14, 2008
2:00pm
Mayo 3-100

1. Desktop Client Demonstration Items.
 - a. Create an Activity
 - b. Create a Meeting
 - i. With guests
 - ii. Reoccurring
 - iii. Email feature (email address must be configured)

Note: If you create a meeting or activity for less than an hour, you must double-click the box to open it.

There are two different ways to add guests - “**Edit list**” when the meeting is less than one hour or you create the activity first and “**Invite Guests**” if your meeting is greater than one hour, a hyperlink will appear in the meeting window.

- c. Create a Banner
 - d. Using Proxy List
 - i. On the file menu, go to View.. More Proxies.. to view the calendars you have proxy to.
 - ii. To Add a Proxy to your drop down list, go to Proxies..Edit Favorite Proxies.
 - e. How to add your email address – Edit...Preferences...General tab.
 - f. How to change the font – Edit... View Options
2. Known Conversion issues:
 - a. Banners that run over more than one day come over as single day event
 - b. Colored meeting labels come across as different colors.
 - c. Users need to add their proxies to have them show up in the file menu
3. Introduction of mm.ahc.umn.edu – a source of documentation and HTML client login.
 - a. Demo of the Virtual Server look up tool
 - b. Log in to HTML version of MeetingMaker

Next Steps:

A desktop technician will visit your desk to install the new client the week of March 17th. You will need to know your userid, virtual server and password

Please go to mm.ahc.umn.edu –

In the “Superuser Documentation” section, view or print:

List of MeetingMaker Superusers – you can use these people to invite to meetings as you are testing functionality.

Functionality Testing – Print this for ideas on items to test.

Next Meeting is Friday, April 19th – Mayo 3-100 at 2:00pm