

Email sent to All Users – 4/24/08

Reminder: MeetingMaker upgrade is this weekend. Please read below for information.

What can I do to prepare for the upgrade?

Know your Meeting Maker password. If you do not know it, or have it auto-saved, call AHC-IS at 6-5100 to reset it, preferably before the upgrade occurs.

What will I have to do on the morning of Monday, April 28 to make Meeting Maker work?

Mac users

Log in to your computer and visit: <http://mm.ahc.umn.edu>. Click on “Download MAC Meeting Maker Client.” There are directions on how to configure the client on the website.

Windows users

Log in to your computer. If you are on AHC active directory, the below icon will be on your desktop. Double click on the icon and follow the prompts.



April 28th MeetingMaker Upgrade.exe

If you are on active directory and the icon does not appear, visit <http://mm.ahc.umn.edu>, and click on the icon to download.

If you are not on active directory, you can login to Meeting Maker as usual and you will be prompted to download and install the new version.

How do I tell if I'm in active directory?

1. Right-click on the “My Computer” icon that is on your desktop.
2. Click on “Properties;”
3. Click on the “Computer name tab.” If you are on active directory, your domain name will begin with “ad.”

If you have any questions, please contact the AHC-IS Help Desk at 626-5100.