

AHC-IS NEWSLETTER

News and information from the Academic Health Center Office of Information Systems

April 2008
Volume 4, Issue 2

New MeetingMaker Info

Located at:

<http://mm.ahc.umn.edu>
(no www.)

Conversion Date:

Monday, April 28, 2008

Macintosh users

There is no automated MM client install available for the Mac platform. After the upgrade, Macintosh users will need to download and install the client. Installation files are located at:
<http://mm.ahc.umn.edu>.

Super Users

AHC-IS has identified key contact people in most departments. These contact people have the new MM client loaded on their desktop and can help answer your questions during and after the upgrade.

To find the contact person in your area, please [click here](#).

Palm Conduits

AHC-IS sent an email to all known Palm users informing them that they will need to reload their Palm conduits after the upgrade.

If you are a Palm user and did not receive the e-mail, please review the following:

[Directions for Windows users](#)

[Directions for Macintosh users](#)

Please send newsletter questions and comments to:
ahc-is@umn.edu

meetingmaker Upgrade

MeetingMaker calendaring software will be upgraded from version 7.5 to 8.6 over the weekend of April 26-27th, 2008.

In order to prepare users for the switch, this entire newsletter will be dedicated to the MeetingMaker (MM) upgrade. We anticipate a large volume of calls to the helpdesk after the upgrade, so prepare for the upgrade in advance by following the information in this newsletter.

Information and documentation on the upgrade can be found at: <http://mm.ahc.umn.edu>

The new version of MeetingMaker has an enhanced HTML web module that allows for access to your calendar without a client being installed on your workstation. If you would like to see what the client looks like, you can log in to the [TEST](#) database. After the upgrade, this link will point to the production MeetingMaker server.

Intellisync support discontinued

- AHC-IS has made efforts to contact users of Intellisync. After the upgrade, Intellisync users will need to change the way they sync their MeetingMaker data to their handheld.
- AHC-IS has implemented a NotifyLink server that will allow for wireless connectivity to calendar and/or email data. If you are interested in this option, please send an email to ahc-is@umn.edu or call our helpdesk at 626-5100.
- There is a \$125 license fee for the software.
- Notifylink does not sync to Outlook.
- More information: <http://mm.ahc.umn.edu> or [Notify Technology](#).

Preparations for the MeetingMaker upgrade

- MeetingMaker will be unavailable from 5:00 PM on Friday, April 25th through 6:00 AM on Monday, April 28th.
- *After the upgrade, you will need to know your MeetingMaker password.* Many users have their MM password auto-saved and therefore don't remember it. If you don't remember your password, we recommend that you reset it **BEFORE** the upgrade. You can reset your MM password now by calling 626-5100.
- If you want to use the web version of MM, you should also know what your MM server is before the upgrade. You can find this information by visiting <http://mm.ahc.umn.edu> and click on "Look Up Your Meeting Maker Server (Needed to log into web client)."
- All MM data prior to November 2006 will be purged during the upgrade. If you need access to any data prior to November 2006, you will need to export your calendar before the upgrade. [Click here for instructions](#).
- If your computer is in the AHC Active Directory domain (as are 80% of AHC-IS Supported PC's), the icon and text below will be remotely transferred to your workstation during the week of April 21st.



April 28th MeetingMaker Upgrade.exe

- When you arrive at work on Monday, April 28th, double click on the icon above to upgrade the MM client.
- If **you are** in Active Directory and do not have the icon on your desktop by Monday, April 28th, it will be available at: <http://mm.ahc.umn.edu>.
- If **you are not** in Active Directory, you will be prompted to upgrade your MM client after you open up your MM calendar on April 28th.