



right people

right place

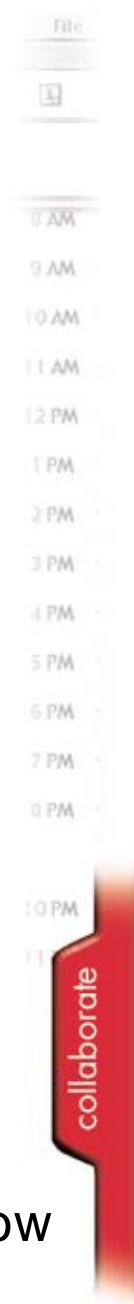
right time

Getting Started Guide

Version 8.5



right now



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CHAPTER 1

Installing Meeting Maker Calendar

This chapter contains information about installing Meeting Maker Calendar on your computer.

Topics include:

- ◆ About this Book
- ◆ Overview
- ◆ Before You Install
- ◆ Installing Meeting Maker Calendar
- ◆ After You Install

About This Book

This book is intended for new users of Meeting Maker Calendar.

This book contains information on installing, launching, configuring, and signing into Meeting Maker Calendar and HTML Calendar

It contains introductory information on using Meeting Maker Calendar and HTML Calendar. For more complete instructions on using Meeting Maker, see the Meeting Maker Calendar online help, or the HTML Calendar online help

Overview

Meeting Maker is a group scheduling tool that makes it easy to schedule meetings, plan activities, keep a prioritized to do list, manage contacts, and coordinate your calendar with others.

Meeting Maker is a networked software application. The Meeting Maker Server stores users' information centrally and relays needed information instantaneously between Calendar applications.

When your Meeting Maker administrator has informed you how Meeting Maker Calendar will be distributed, you can install the application.

To use Meeting Maker Calendar after you install it, you must configure your server information so that Meeting Maker Calendar can find the Meeting Maker Server. You can then sign in to your account.

Before You Install

Before you install Meeting Maker Calendar on your machine, make sure that your computer meets the Meeting Maker system requirements and that it is connected to your network.

Meeting Maker Calendar Requirements

Meeting Maker Calendar requires the following hardware and software for a minimum installation.

Hardware/Software	Windows® Requirements	Macintosh® Requirements
Operating System	Windows 98, Windows 2000, or Windows XP	OS X
Disk	15 MB free disk space	15 MB free disk space
Network Protocol	TCP/IP or SSL	TCP/IP or SSL

Note: If you want to synchronize Meeting Maker with a Palm device, you must also install the Palm Desktop software before you install Meeting Maker Calendar. See the Meeting Maker *Install Guide* for details.

Additional Requirements

The Meeting Maker Conduits for Palm devices require this hardware and software:

- ◆ Palm OS handheld device
- ◆ Palm Desktop 4.0 or higher

Download Palm Desktop Software

Download the current version of the Palm Desktop software at <http://www.palm.com/support/downloads/>.

Tip: If the above link does not work, go to <http://www.palm.com> and navigate to the downloads page.

Configuration Information

Make sure that you have the following information ready so that you can sign in after you install. If your administrator has not filled in this information for you in the table below, you can print this page, fill in the table, and keep it for future reference.

What You Need	Your Information
Your Meeting Maker sign in name	
Your Meeting Maker password	
Network Protocol (TCP or SSL)	
Your Meeting Maker server name	
DNS names or IP addresses of all host machines running Meeting Maker servers in your environment	

You do not need this information to install Meeting Maker, but you need it to sign in for the first time. After the first time you sign in, you only need your sign in name and password.

Note: Your Meeting Maker administrator may have created a custom installer to preconfigure some of this information for you. If so, you may not need all of the above information.

Installing Meeting Maker Calendar

You can install Meeting Maker Calendar on Windows or Macintosh. The installation process differs depending on your operating system, whether you have Palm Desktop installed, and whether you have a previous version of Meeting Maker on your machine.

Make sure that you meet all hardware and software requirements before installing. For more information, see “Meeting Maker Calendar Requirements,” above.

Note: If you want to install the Meeting Maker Conduits for Palm Devices, you must install the Palm Desktop software before you install Meeting Maker. See the Meeting Maker *Install Guide* for details.

Before You Install

Before you install Meeting Maker Calendar, perform these tasks:

- ◆ Verify that your computer meets the installation requirements
- ◆ Connect the computer to your Meeting Maker network.

Sign in Information

Make sure you have the following information ready when you sign in to Meeting Maker for the first time. After initial sign in, you need just your sign in name and password.

- ◆ Meeting Maker sign in name and password (if any)
- ◆ Correct network protocol (TCP or SSL) to select at configuration
- ◆ Meeting Maker server name
- ◆ DNS names or IP addresses of host machines running Meeting Maker servers

Synching with a Palm Device

To synchronize Meeting Maker with a Palm device, you must install the Palm Desktop software before you install Meeting Maker Calendar.

Installing Meeting Maker Calendar

The installation process differs depending on your operating system, whether you have Palm Desktop installed, and whether you have a previous version of Meeting Maker on your machine.

Make sure that you meet all hardware and software requirements before installing.

Note: If you want to install the Meeting Maker Conduits for Palm Devices, you must install the Palm Desktop software before you install Meeting Maker. See Chapter Four of this guide for details.

Installing Meeting Maker on Windows

1. Double-click the `Setup.exe` file.

Note: The file name may differ if you are installing from a file server. See your Meeting Maker administrator.

The Meeting Maker Setup dialog box appears.

2. Click **Next**.

The Destination Location dialog box appears.

3. Select the desired location, and click **Next**.

If Palm Desktop software is detected, choose your installation option:

- Meeting Maker Calendar
- Conduits for Palm devices - synchronizes with Palm devices
- Meeting Maker Calendar *and* Conduits

The Installation Complete dialog box appears.

4. Select the readme and auto-launch settings, and click **Finish**.

Depending on the auto-launch settings, Meeting Maker may launch, display the readme file, or the *Getting Started Guide*.

Existing Meeting Maker installation

If a previous version of Meeting Maker exists on your computer, the Local Data Options dialog box appears. Select from these options:

- ◆ Move local Meeting Maker database – Creates local data backup
- ◆ Delete local Meeting Maker data – Deletes local data
- ◆ Do not move or delete Meeting Maker local data – Overwrites local data with current Meeting Maker server data at sign in.

Installing on Macintosh

1. Double click the file `Installer`.

The Choose Install Folder window appears.

2. Select the desired location, and click **Next**.

The Choose Alias Folder window appears.

If Palm Desktop software is detected, a prompt appears to select Conduits to install.

Note: The conduits synchronize your Meeting Maker calendar with your Palm device.

3. Select the Calendar alias location, and click **Install**.

Meeting Maker installs and creates the desired alias.

The Install Complete window appears.

4. Select the desired readme and auto-launch settings, and click **Done**.

5. Select the readme and auto-launch settings, and click **Finish**.

Depending on the auto-launch settings, Meeting Maker may launch, create a desktop alias, display the readme file, or the *Getting Started Guide*.

Installation is complete.

Existing Meeting Maker installation

If a previous version of Meeting Maker exists on your computer, the Backup Data dialog box appears. Select from these options:

- ◆ Copy Meeting Maker data – Creates local data backup
- ◆ Delete Meeting Maker data – Deletes local data
- ◆ Do nothing – Overwrites local data with current Meeting Maker server data at sign in.

After You Install

Once you install Meeting Maker, you can launch and configure Meeting Maker. You can then sign in to your account and begin working.

Launching Meeting Maker

You can launch Meeting Maker Calendar on Windows or Macintosh. You can also configure Meeting Maker to launch on startup. See “Launching Meeting Maker at Startup” below.

Launching Meeting Maker on Windows

From the Windows Start menu, select **Programs > Meeting Maker > Meeting Maker**.

The Welcome to Meeting Maker dialog box appears.

Launching Meeting Maker on a Macintosh

Double-click the Meeting Maker Calendar icon.

Tip: If you did not create an alias during install, the default Meeting Maker icon is located in `HD:Applications:Meeting Maker:Meeting Maker Calendar`.

The Welcome to Meeting Maker dialog box appears.

Launching at Startup on Windows

To configure Meeting Maker to launch at startup create a Meeting Maker shortcut in the startup folder.

1. In the Meeting Maker installation folder, create a shortcut to Meeting Maker Calendar.

Tip: The Meeting Maker Calendar application is `mm.exe` located in `C:\Program Files\meetingmaker\mm.exe`.

2. Drag the shortcut into the **Start > Programs > Startup** menu. Meeting Maker will launch automatically when you start or restart your computer.

Launching at Startup on Macintosh OS X

To configure Meeting Maker to launch at startup add a Meeting Maker Calendar to your system preference login list.

1. Click the **Login** icon in the OS X System Preferences window. The Login window appears.

2. Click **Add**.

The Open window appears.

3. Navigate Meeting Maker Calendar installation folder, and click **Open**.

Meeting Maker Calendar appears in the Login Items list of the Login window.

Tip: The Meeting Maker Calendar application is Meeting Maker Calendar located in HD:Applications:Meeting Maker:Meeting Maker Calendar.

4. Close the Login window

Meeting Maker will launch automatically when you start or restart your computer.

Configuring Meeting Maker Calendar

After installation, you must establish communication between Meeting Maker Calendar and the Meeting Maker Server before you can sign in initially.

Obtain this information from your Meeting Maker administrator:

- ◆ Network protocol
- ◆ Meeting Maker server DNS name or IP address
- ◆ Meeting Maker server for sign in

❖ To configure Meeting Maker Calendar

1. Launch Meeting Maker Calendar.

The Welcome screen appears.

2. Click **Select**.

The Select Server dialog box appears.

3. Select the network protocol (TCP or SSL) used by your Meeting Maker environment and click **Configure**.

The Host List window appears.

4. Enter the server IP address or DNS name, and click **OK**.

The server names appear in the Select Server pane of the Select Server dialog box.

Tip: To enable communication with multiple servers, enter each server IP address or DNS name, separated by a comma.

5. Highlight the server, and click **Select**.

Meeting Maker displays the chosen server in the Welcome to Meeting Maker window.

Configuration is complete. You can now sign in to Meeting Maker.

Signing In to Meeting Maker

Sign in to Meeting Maker after you configure Meeting Maker Calendar with the appropriate settings (page 16).

1. Launch Meeting Maker.

The Welcome screen appears.

2. Type your sign in name and password (case sensitive).

Note: See your Meeting Maker administrator for sign in and password.

3. Click **Sign In**.

You are ready to use Meeting Maker.

Working Offline

On signing in to Meeting Maker, you can click **Work Offline** rather than Sign In to use Meeting Maker with local data.

- ◆ Sign in to Meeting Maker server once before you can work offline.
- ◆ When you work offline, your calendar is not connected to the Meeting Maker server.
- ◆ Real-time or networked functions, such as viewing busy time or sending proposals, are disabled.
- ◆ Schedule changes synchronize with the Meeting Maker server the next time you sign in.

Uninstalling Meeting Maker Calendar

You can uninstall Meeting Maker on Windows or Macintosh.

Uninstalling on Windows

Note: Do not uninstall Meeting Maker Calendar by deleting files manually.

❖ To uninstall Meeting Maker Calendar:

1. Close open Meeting Maker applications.
Open applications may cause incomplete uninstall.
2. From the Windows Start menu, select **Programs > Meeting Maker > Meeting Maker Uninstall**.
The Confirm Uninstall dialog box appears.
3. Click **OK**.
Meeting Maker completes the Calendar uninstall, and the Maintenance Complete dialog box appears.
4. Click **Finish**.
Uninstall is complete.

File and Folders not removed during uninstall

The files and folders that are not removed during uninstall contain important Meeting Maker data. Do not delete these files and folders if you plan to reinstall Meeting Maker on the same computer.

This table lists the folder and files that are not removed during uninstall. In addition, uninstall does not remove the entire directory structure beginning at C:\Palm\.

Folder/File Name	Location
\$<user name> folder	C:\Program Files\meetingmaker\mmclnt32
MMUSRPRF.MDB	C:\Program Files\meetingmaker\mmclnt32
MMDATA.MDB	C:\Program Files\meetingmaker\mmclnt32\ <user name>
mmcond.ini	C:\Palm

Manually delete these folders and files only if you are not

Uninstalling on Macintosh

Do not uninstall Meeting Maker by deleting files manually.

❖ To uninstall Meeting Maker:

1. Close open Meeting Maker applications.
Open applications may cause incomplete uninstall.
2. Double-click the **Uninstall Calendar** file.
The default location is HD:Applications:Meeting Maker:Uninstall
The Uninstall window appears.
3. Click **Next**.
The Uninstall Options window appears.
4. Select the desired uninstall option and click **Next**.
Note: If you choose to uninstall specific features, you can uninstall the Calendar application, online help, exporters,

print layouts, or Conduits for Palm devices. After making your selections, click **Uninstall**.

5. Click **Done**.

Installing Meeting Maker on Windows

You can install Meeting Maker Calendar on Windows.

❖ To install Meeting Maker Calendar:

1. Double-click the `Setup.exe` file.

Note: If you are installing Meeting Maker from a file server and not a CD, the install file name may be different. Check with your Meeting Maker administrator for details.

The Meeting Maker splash page and Meeting Maker Setup dialog box appear.

2. Click **Next**.

The Destination Location dialog box appears.

3. Select the desired location for the installation folder and click **Next**.

Note: If Meeting Maker detects the Palm Desktop software on your machine, the Installation Options dialog box appears. Select whether you want to install just Meeting Maker, just the Conduits for Palm devices, or both. You can use the Conduits to synchronize your Meeting Maker calendar with your Palm device.

Note: If any version of Meeting Maker exists on the machine to which you are installing, the Local Data Options dialog box appears. Select **Move local Meeting Maker database** to create a backup of your local data, **Delete local Meeting Maker data** to delete your local data, or **Do not move or delete Meeting Maker local data** to leave the data unaltered. If you do not move or delete your local data, Meeting Maker overwrites it with the latest data from the Meeting Maker server when you next sign in.

The Installation Complete dialog box appears.

4. Select the desired readme and auto-launch settings, and click **Finish**.

The Installation Complete dialog box closes. Depending on your selected settings, Meeting Maker may launch, or display the readme file. Installation is complete.

Installing Meeting Maker on a Macintosh

You can install Meeting Maker Calendar on a Macintosh.

❖ To install Meeting Maker on a Macintosh:

1. Double click the file `Installer`.

The Meeting Maker splash screen and Choose Install Folder window appear.

2. Select an install location, or accept the default location by clicking **Next**.

The Choose Alias Folder window appears.

Note: If Meeting Maker detects the Palm Desktop software on your machine, it prompts you to select which Conduits for Palm Devices you want to install. You can use the Conduits to synchronize your Meeting Maker calendar with your Palm device.

Note: If any version of Meeting Maker exists on the machine to which you are installing, the Backup Data dialog box appears. Select **Copy Meeting Maker Data** to create a backup of your local data, **Delete Meeting Maker Data** to delete your local data, or **Do Nothing** to leave the data unaltered. If you do not move or delete your local data, Meeting Maker overwrites it with the latest data from the Meeting Maker server when you next sign in.

3. Select the location where you wish Meeting Maker to create a Calendar alias and click **Install**.

Meeting Maker installs to the location you selected, and creates the desired alias. The Install Complete window appears.

4. Select the desired readme and auto-launch settings, and click **Done**.

The Install complete dialog box closes. Depending on your selected settings, Meeting Maker may launch, create a desktop alias, or display the readme file. Installation is complete.

After You Install

Once you install Meeting Maker, you can launch and configure Meeting Maker. You can then sign in to your account and begin working.

Launching Meeting Maker

You can launch Meeting Maker Calendar on Windows or Macintosh. You can also configure Meeting Maker to launch on startup. See “Launching Meeting Maker at Startup,” below.

Launching Meeting Maker on Windows

You can launch Meeting Maker on Windows.

❖ **To launch Meeting Maker on Windows:**

From the Windows Start menu, select **Programs>Meeting Maker>Meeting Maker**.

The Welcome to Meeting Maker dialog box appears

Launching Meeting Maker on a Macintosh

❖ **To launch Meeting Maker on a Macintosh:**

Double-click the Meeting Maker Calendar icon.

Tip: If you did not create an alias for Meeting Maker on your desktop or dock at install, you can find the Meeting Maker icon by default at `HD:Applications:Meeting Maker:Meeting Maker Calendar`.

The Welcome to Meeting Maker dialog box appears.

Launching Meeting Maker at Startup

You can configure Meeting Maker to launch automatically when you start up your machine.

Launching at Startup on Windows

You can set up Meeting Maker to launch at startup on a Windows machine by placing a Meeting Maker shortcut in the startup folder.

❖ To set up Meeting Maker to launch at startup on Windows:

1. In the folder to which you installed Meeting Maker, create a shortcut to Meeting Maker Calendar.

Tip: The Meeting Maker Calendar application is `mm.exe`. The default location is `C:\Program Files\meetingmaker\mm.exe`.

2. Drag the shortcut you created into the **Start>Programs>Startup** menu.

Meeting Maker now launches automatically whenever you start or restart your machine.

Launching at Startup on Macintosh OS X

❖ To set up Meeting Maker to launch at startup on Macintosh OS X:

1. Navigate to **System Preferences** in the OS X Apple menu.

The System Preferences window appears

2. In OS X.2 and below, click the **Login** icon in the Personal preferences pane. The Login window appears.
In OS X.3 and higher, select **Accounts** and then select **Startup items**. The Accounts window appears.

3. Click the **Add** button.

The Open window appears.

4. Navigate to the folder where you installed Meeting Maker Calendar, and click **Open**.

Meeting Maker Calendar appears in the Login Items or Startup Items list.

Tip: The Meeting Maker Calendar application is `Meeting Maker Calendar`. The default location is `HD:Applications:Meeting Maker:Meeting Maker Calendar`.

5. Close the Login window.

Meeting Maker now launches automatically whenever you start or restart your machine.

Configuring Meeting Maker Calendar

After you install Meeting Maker Calendar, you must configure it to find the Meeting Maker Server before you can sign in. You must select a network protocol, enter the DNS name or IP address of your server machine, and select a Meeting Maker server to sign in to. Your Meeting Maker administrator can give you this information.

You only need to configure Meeting Maker once. After that, you can just enter your sign in name and password to sign in.

❖ To configure Meeting Maker Calendar:

1. In the Welcome to Meeting Maker dialog box, click **Select**.

The Select Server dialog box appears.

2. Select the network protocol (TCP or SSL) used by your Meeting Maker environment and click **Configure**.

The Host List window appears.

3. Enter the IP address or DNS name of your server machine, and click **OK**.

Meeting Maker closes the Host List window, and displays Meeting Maker Server names in the Select Server pane of the Select Server dialog box.

Note: If your environment has multiple servers, enter all the servers' IP addresses, separated by commas, to allow your server to communicate with others.

4. Select your server from the Select Server list and click **Select**.

The Select Server dialog box closes. Meeting Maker displays the chosen server in the Welcome to Meeting Maker window.

Configuration is complete. You can now sign in to Meeting Maker.

Signing In to Meeting Maker

After you configure Meeting Maker once, you can sign in to your account.

❖ To sign in to Meeting Maker:

1. In the Welcome window, enter your sign in name and password.

Note: Meeting Maker passwords are case sensitive.

Tip: If you do not know your sign in name or password, contact your Meeting Maker administrator. Your name may already appear in the Welcome window.

2. Click **Sign In**.

Meeting Maker signs you in to your account.

After you sign in, you can begin working with Meeting Maker.

Working Offline

On signing in to Meeting Maker, you can click **Work Offline** rather than **Sign In** to use Meeting Maker with local data. You must sign in to the Meeting Maker server at least once before you can work offline, or you will have no local data to work with.

When you work offline, your calendar makes no connection to the Meeting Maker server. You cannot use any of the real-time or network functions of Meeting Maker, such as viewing busy time or sending proposals, while working offline.

Meeting Maker sends any schedule changes or events you create to the Meeting Maker Server the next time you sign in.

CHAPTER 2

Installing Meeting Maker Conduits for Palm Devices

This chapter contains information on installing the Meeting Maker Conduits for Palm devices when you install Meeting Maker Calendar. You can distribute this information to any users in your environment who plan to synchronize Meeting Maker with a Palm device.

Topics include:

- ◆ Overview
- ◆ System Requirements
- ◆ Installing the Palm Desktop software
- ◆ Installing Meeting Maker with Conduits

Overview

To synchronize your Meeting Maker data with your Palm device, install the Palm Desktop software on your computer first. Then, install the Meeting Maker Calendar on your computer.

Remember this important information:

- ◆ After you install the Palm Desktop software, the Meeting Maker Calendar installer prompts to you install the Conduits.

before you begin

- ◆ Make sure you can synchronize to the Palm device
- ◆
- ◆ Sign in to Meeting Maker once before synchronizing.

Meeting Maker attempts to populate your configuration information. If you were not the last person to sign in to Meeting Maker, you must configure your synchronization options.

- ◆ You can choose to configure your synchronization actions to determine how Meeting Maker synchronizes with your Palm device.

For information on configuring and using the Meeting Maker Conduits, see the Conduits for Palm Devices online help, accessible from the Meeting Maker Calendar Help menu.

Using Intellisync

If your environment uses Intellisync for Meeting Maker, you can synchronize Meeting Maker with these devices:

- ◆ Windows CE devices
- ◆ Microsoft Outlook
- ◆ Blackberry devices

Note: For information on installing and configuring Intellisync for Meeting Maker, refer to the *Getting Started with Intellisync for Meeting Maker*.

System Requirements

Verify that your computer meets the installation requirements described in You must meet the Calendar requirements outlined in Chapter One of this guide in order to synchronize a Palm device with Meeting Maker. See “Meeting Maker Calendar Requirements” for more information.

Installing the Palm Desktop Software

To synchronize Meeting Maker to your Palm handheld device install the Palm Desktop software. Refer to the Palm Desktop documentation.

Remember these important facts:

- ◆ If you installed Meeting Maker first, you must re-install Meeting Maker Calendar after you install the Palm Desktop software.
- ◆ You can perform a custom install for the Conduits rather than re-installing the entire Meeting Maker Calendar.
- ◆ If you are using a Handspring Visor, you must install the Handspring version of the Palm Desktop software.
- ◆ You can download the latest version of the Palm Desktop software for Windows or Macintosh this site:

<http://www.palm.com/support/downloads/>

- ◆ If this link does not work, go to <http://www.palm.com> and navigate to the downloads page.
- ◆ Once you install the Palm Desktop Software, install Meeting Maker with the Conduits.

Installing Meeting Maker with Conduits

The Meeting Maker conduits for Palm OS handheld devices install as part of the Meeting Maker Calendar installation.

You must install the Palm Desktop software before you install Meeting Maker.

Meeting Maker prompts you to install the Meeting Maker Conduits during installation only if it detects the Palm Desktop software. You also should synchronize to the Palm Desktop software first before synchronizing with Meeting Maker for the first time.

Note: By default, Meeting Maker installs the To Do conduit and the Date Book conduit. If you want to install the Address Book conduit, or don't want to install the To Do or Date Book conduits, you can change the selected options at installation.

If you have already installed Meeting Maker but not the Palm Desktop software, you must re-install Meeting Maker after installing the Palm Desktop software. You can choose to install only the Conduits rather than re-installing the entire Meeting Maker Calendar.

Note: Your Meeting Maker administrator can choose to not enable the install of the Meeting Maker Conduits for network installations. In this case, you must get a version of Meeting Maker Calendar that includes the Meeting Maker conduits from your administrator.

After you install Meeting Maker with the Conduits, you can configure your synchronization to determine how to synchronize each conduit, or accept the default configuration and immediately synchronize your Meeting Maker data to your Palm device. In some cases, you may need to configure synchronization manually before synchronizing.

CHAPTER 2

Meeting Maker Calendar Quickstart

This chapter contains information about beginning to work with Meeting Maker Calendar. It also contains information on how to access more detailed instructions from the Meeting Maker Calendar online help system.

Topics include:

- ◆ Overview
- ◆ Introduction to Meeting Maker Calendar
- ◆ Beginning Work With Meeting Maker
- ◆ Accessing Meeting Maker Online Help

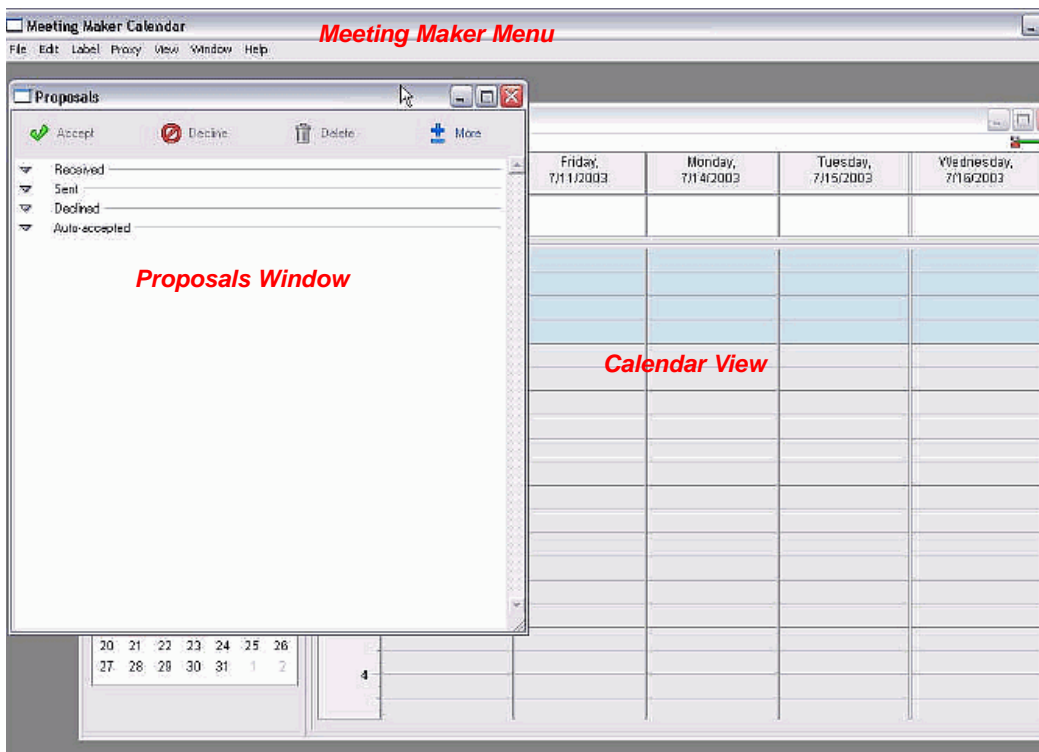
Overview

Once you have installed and configured Meeting Maker, you can sign in and begin to work with your calendar. You can control the Meeting Maker calendar view, propose meetings, schedule activities or banners, and perform other tasks.

You can find advanced information in Meeting Maker's online help system.

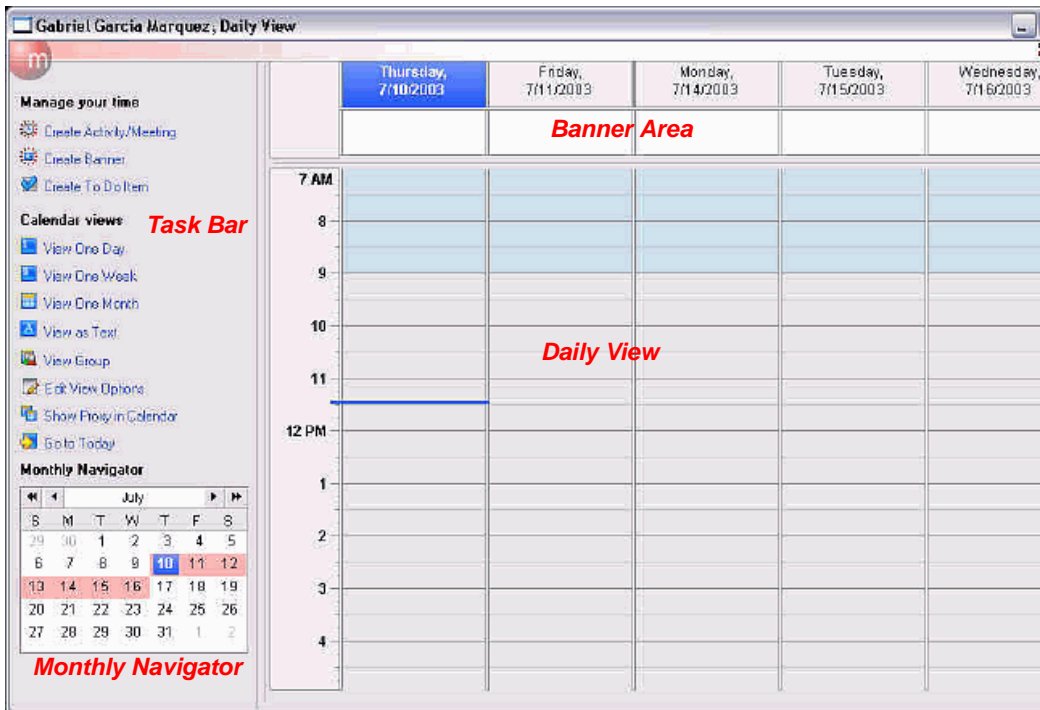
Introduction to Meeting Maker Calendar

When you sign in to Meeting Maker Calendar, the Main Window and the Proposals Window appear. The Main Window, Meeting Maker's primary work area, shows the Daily View with one week displayed by default.



The Main Window

The Main Window contains two basic elements, the calendar view and the task bar.



The calendar view can display your calendar in a number of different ways, including:

- ◆ The Daily View with one week displayed
- ◆ The Daily View with one day displayed
- ◆ The Monthly View
- ◆ The Text View
- ◆ The Group View

The Daily View

The day and date for each displayed day appear at the top of the Daily View. Just below is the banner area, where any banners you create appear.

The main portion of the Daily View displays activities you schedule, and meetings you schedule or accept. An hour ruler appears on the left

side of the Daily View, and a blue bar appears on the current day to mark the time.

Note: For more information on banners, activities, or meetings, see “Beginning Work with Meeting Maker,” below, or the Meeting Maker online help system.

The Meeting Maker Daily View first appears displaying its default setting, a five-day work week.

The Task Bar

The task bar appears at the left side of your Main Window. It contains links allowing you to create meetings, activities, or banners, change your calendar view, and perform other common tasks.

Beginning Work with Meeting Maker

This section includes instructions on performing several common Meeting Maker tasks, including creating meetings and banners. For more detail on these tasks, or for other instructions, see “Accessing Meeting Maker Online Help,” below.

Proposing a Meeting

Meeting Maker Calendar allows you to propose a meeting in any of a number of ways. Three of the most common are:

- ◆ Click **Create Activity/Meeting** on the Task Bar
- ◆ Select **New Activity/Meeting** from the File menu
- ◆ Drag in your Daily View to create an activity, then click **Invite Guests** to turn the activity into a meeting

❖ To propose a meeting from the Task Bar:

1. In the Task Bar, click **Create Activity/Meeting**.

The Activity window opens.

2. Enter a title for the meeting, and an agenda if desired.

3. Click the **Guests** tab.

The Guests tab opens. The busy time grid displays the meeting as a blue rectangle.

4. Click **Edit List** to add guests.

The Add Guests to Meeting dialog box appears.

Tip: The left pane displays available users, resources, locations, groups, and contacts. The right pane displays current meeting guests. A pulldown menu above the left pane allows you to filter the available guest list for quicker guest selection.

5. In the left pane, select the guests you want to invite to the meeting. The guests appear highlighted.

Tip: You can invite resources and locations as well as human guests, booking them for the meeting. You can select multiple guests at once using system standard multi-select methods.

6. Click **Required**, **Optional**, **CC**, or **BCC**, depending on the desired guest type.

The guests appear in the right pane with icons indicating guest type and availability.

Tip: You can click Get Info to view information about a guest, or Search to find a guest.

7. When you are done adding guests, click **OK**.

The Add Guests to Meeting dialog box closes. The guests you added appear in the busy time grid.

Tip: Each guest's row in the busy time grid displays the guest's busy time in red, free work hours in white, and time outside work hours in blue. The Required row shows the combined free and busy time of all required guests.

8. If desired, drag or resize the blue meeting rectangle in the busy time grid to a time when all your guests are free.

9. Click **Create Meeting**.

Meeting Maker sends the meeting invitation to your guests and places the meeting in your calendar.

Note: If any of your required guests are not free at the time of the meeting, a message appears informing you and asking if you want to continue. If a requested resource or location is not available at the time of the meeting, Meeting Maker may not allow you to send the meeting until you reschedule the meeting or remove the resource or location from the guest list.

Creating a Banner

You can create banners to mark single or multi-day events in your calendar that have no associated time. You can use banners to mark vacation time, travel time, project schedules, birthdays, and other important dates or periods.

You can create a banner in any one of three ways:

- ◆ Click and drag in the banner area of the Daily View
- ◆ Click **Create Banner** in the Task Bar
- ◆ Select **New Banner** from the File menu

The simplest way to create a banner is to drag in the banner area at the top of your Daily View.

❖ **To create a banner:**

1. In the Daily View, drag in the banner area on the desired banner start date.

A shaded rectangle appears.

2. Drag the rectangle until it spans the days you want to mark with your banner.

The banner appears in the banner area with a blinking cursor.

3. Type a title for the banner and press **Enter** (**Return** on a Macintosh).

The banner appears with the title you entered.

Accessing Meeting Maker Online Help

You can access the Meeting Maker Calendar online help system for further and more in-depth information on using Meeting Maker.

❖ **To access Meeting Maker online help:**

From the Help menu, select **Contents**.

Meeting Maker displays the Calendar online help.

CHAPTER 3

Meeting Maker HTML Calendar

This chapter contains introductory information about Meeting Maker HTML Calendar. It also contains instructions on how to access more detailed information from the Meeting Maker HTML Calendar online help system.

Topics include:

- ◆ Overview
- ◆ Signing In to HTML Calendar
- ◆ Beginning Work With HTML Calendar
- ◆ Accessing HTML Calendar Online Help

Overview

If your environment uses HTML Calendar, you can sign in to your Meeting Maker account from any web browser without installing any Meeting Maker software.

You can find advanced information in HTML Calendar's online help system.

Signing In to HTML Calendar

You can use any web browser to access HTML Calendar.

If your environment uses HTML Calendar, your Meeting Maker administrator can provide you with the URL to access HTML Calendar. Entering the URL in your web browser displays the HTML Calendar sign in screen.

❖ To sign in to HTML Calendar:

1. In the Sign In window, enter your sign in name and password.

Note: Meeting Maker passwords are case sensitive.

Tip: If you do not have a sign in name or password, contact your Meeting Maker administrator.

2. From the **Server** dropdown menu, select the server on which your account resides.

Tip: If you do not know your server, contact your Meeting Maker administrator. If only one server appears in the menu, use that server.

3. Click **Sign In**.

Your web browser displays HTML Calendar.

Note: HTML Calendar displays your schedule in your home time zone, or Work Hour Time Zone. If you are traveling outside of your usual time zone, your schedule does not appear in local time, and your reminders do not come in at local time.

After signing in, you can begin working with HTML Calendar.

Beginning Work with HTML Calendar

When you sign in, the HTML Calendar displays the main window, which consists of three elements:

- ♦ The Task Bar, at the left of the main window, which contains links allowing you to create meetings, banners, or activities, or to perform other advanced Meeting Maker tasks.
- ♦ The Calendar View, which displays your schedule, and can be viewed in a number of different ways. The Calendar View opens displaying the Daily View by default.
- ♦ The Proposals Panel, below the calendar view, which shows a list of proposed meetings received from other users, a list of meeting proposals you have sent to other users, and a list of proposals you have declined.

For more detail on these tasks, or for other instructions, see “Accessing HTML Calendar Online Help,” below.

Accessing HTML Calendar Online Help

You can access the HTML Calendar online help system for further information on calendar procedures, calendar preferences, display controls, and other advanced tasks.

To access HTML Calendar online help:

In the task bar, click **Find help**.

Meeting Maker displays the HTML Calendar online help.

