

# Meetingmaker 8.5 Upgrade Info for the Geophysical Institute and IARC

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## New Features In Meeting Maker Millennium V8.5

- o More modern UI and workflow for calendar and administrative users.
- o A Task Bar that contains links to commonly used functions.
- o A Calendar Navigator that quickly and easily lets you select a date to view.
- o A Text View that allows you to view your events in a text only format.
- o A Side-by-Side proxy view that allows you to put multiple proxies together in your daily view
- o An integrated Group View that is an enhanced version of the previous Master Schedule feature.
- o Direct creation of events with titles without having to open a dialog.
- o Recurring banners.
- o Pencil-in functionality where proposals can be viewed and accepted or declined in your daily view.
- o An HTML based web client.
- o Printing and To Do functionality in the Millennium native client enhancements.
- o The native client will retain all window positions between sessions. This includes task bar positioning and Group View user lists.
- o Type ahead has returned to the Time Zone dialog box.
- o There are red indicators at the top and bottom of daily view if events fall outside the viewing area.
- o Banner titles now scroll within a long multi-day banner in the daily view.
- o The "Email guests" option is available for event recipients.
- o Proxy rights can now be granted from one user to many as well as adding multiple proxies to a user in the Admin client. Contact the Meetingmaker administrator if needed.
- o Group creation and deletion is now available in the HTML client.

## Note that some preference settings are not imported from 7.x

During an export/import process from version 7.x to the current version, some user preference settings are not imported. The following preferences are not imported:

### Login Panel:

- Remember password: Not imported
- Notify when connection to server is lost: Not imported

### General Panel:

- Use comma to separate name: Not imported
- Auto accept during free time: Not imported
- Delete proposals after X days: Not imported
- Local SMTP host: Not imported

### Calendar Tab / Calendar View Options

- Daily/Weekly View:** Show x days: Not imported
- Show work days only: Not imported
- Open to "day": Not imported
- Font type and size: Not imported

### Monthly View:

- Open to "day": Not imported
- Show Work Days Only: Not imported
- Font type and size: Not imported

### Notification Panel When new proposal arrives group box:

- Blink icon: Not imported
- Bring proposal window to front: Not imported
- Play sound: Not imported
- Bring Meeting Maker to front: Not imported
- Send Email: Not imported
- Restrict Email Times: Not imported

### Notification Panel When New Messages Arrive group box:

- Blink icon: Not imported
- Bring Messages window to front: Not imported
- Play sound: Not imported
- Bring Meeting Maker to front: Not imported
- Send Email: Not imported

## Questions and Answers

- **How can I access my calendar when I'm on the road or at home?** If you have the Meeting Maker Millennium Enterprise HTML calendar running on a Web server you may access Meeting Maker using a Web browser from anywhere. If your MM server uses TCP (or SSL) you can get a TCP connection from any Internet service provider (such as Earthlink) and use the standard Meeting Maker client to work with your calendar. If the MM server is behind a firewall, or you are using a VPN, your employer's networking group can configure your MM server so that you can use it.
- **How can I get my Meeting Maker client to display in 24-hour time (such as 13:00)?** Meeting Maker native clients use the same time format set by the Operating System. Change the OS time format to see a different format. The Meeting Maker HTML Calendar has a separate set of preferences for date and time format. You can access them under the General tab from the Change Preferences link on the HTML Calendar task bar.
- **Where is my Contact List?** The Contact list is called the Address Book in Meeting Maker Millennium v8.5.0. We changed the name to comply with industry naming conventions. It can be found under the Window menu.
- **Can I print my Address Book?** You can now select names you want printed and choose the Print button. If you wish to print out the entire list, select all entries and hit the Print button on the Address book window.
- **Why won't Meeting Maker Millennium v8.5.0 let me have more than 50 proxies?** The Meetingmaker administrator needs to change the limit from the default of 50.
- **Can I change the screen colors in Meeting Maker?** Yes, you can change the screen colors in Meeting Maker Millennium Enterprise from the Colors tab under Preferences in the Edit menu.
- **Can I invite people to a meeting who aren't on my Meeting Maker network?** Yes, put the people you want to invite into your address book with their e-mail addresses. If you have configured Meeting Maker with the name of your e-mail server, e-mail will be sent to those guests when they are invited. They will receive an iCalendar attachment which they can drag and drop onto their calendar. See the user's guide for more information.
- **Meetings show up on my calendar with "Accept" and "Decline" on them, why?** That is a "Penciled In" feature in Millennium Enterprise. You don't have to go to your proposal box to accept a meeting anymore – you can simply click on "Accept" on your calendar. If you wish to turn this feature off, deselect "Pencil In to calendar" in the Notification tab under Preferences.
- **Can I use Meeting Maker Millennium v8.5.0 with my Palm OS device?** Yes, the Meeting Maker Millennium v8.5.0 client installer will detect the Palm desktop software and query the user as to which Palm conduits to install. Once the Palm conduits are installed, Palm hot sync will transfer data between Meeting Maker and the Palm.
- **Can I use Meeting Maker Millennium Enterprise with my Win CE / Pocket PC device?** Yes, sync support for Win CE, Pocket PC, and Blackberry is available through the Intellisync for Meeting Maker module. **NOTE: THE G.I. HAS NOT PURCHASED THIS MODULE.**
- **Can I use Meeting Maker with my Blackberry / RIM?** Yes, sync support for Win CE, Pocket PC, and Blackberry is available through the Intellisync for Meeting Maker module. **NOTE: THE G.I. HAS NOT PURCHASED THIS MODULE.**
- **Can I use a combination of the Palm desktop and Meeting Maker conduits at the same time?** Yes, you certainly can use a combination of our Meeting Maker conduits and third party conduits. A key point to remember is that users can only utilize one conduit per Palm application. You can only sync your Date book with your Palm device using either the Meeting Maker Date book conduit or a third party conduit of choice. Regardless of the conduit choice, users will only have the one Date book conduit installed and active on their workstation. Any other Date book conduit installed will be disabled during the install of the Meeting Maker conduits.

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