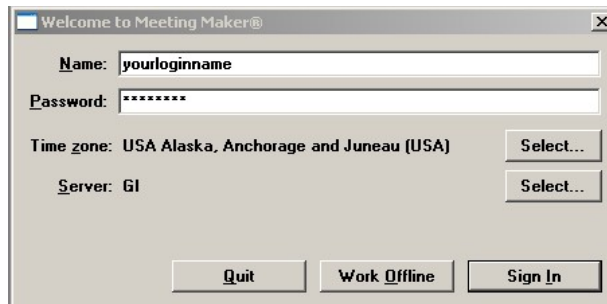


Geophysical Institute and IARC  
Meetingmaker Server client upgrade instructions  
April 30, 2005

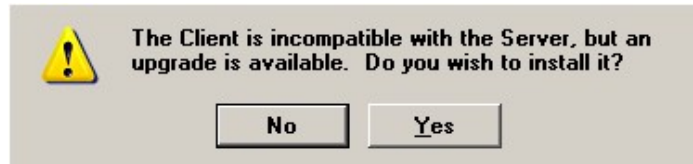
The Meetingmaker server named “GI” at 137.229.87.53 is now upgraded from version 7.2.1 to 8.5, with the new client version from 7.x to 8.5.1.

Here is the method to upgrade your client, using the PC version for graphic representation.

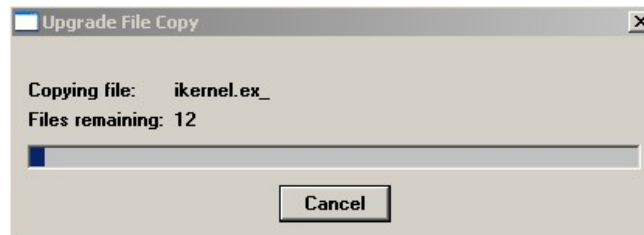
To upgrade your new client, you should log in to Meetingmaker. If already logged in, close the client and re-start it.



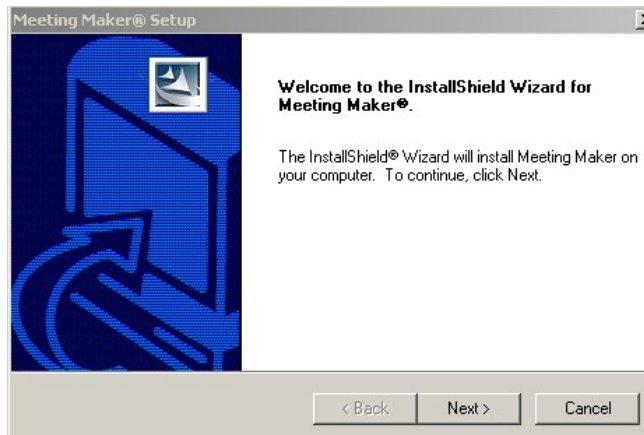
Once logged in, you will see your locally cached data, plus should receive a prompt about having the wrong version.



Click Yes and the new client download will begin.

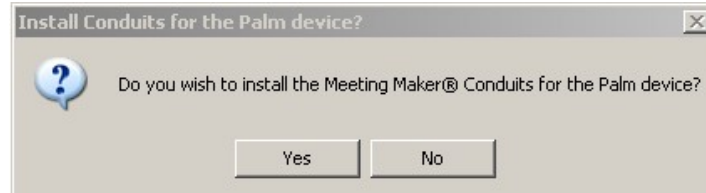


The downloading of the client software could take 5 – 20 minutes, depending upon the speed of your network connection and the number of people downloading the installation files. Be patient. When complete, you will then get the prompt:



The Mac version will ask you to enter the Administrator password – please do so.

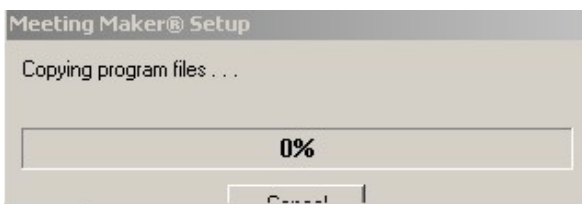
If you plan to use Meetingmaker calendar data to export-import-synchronize between your computer and Palm handheld, this would be the time to say Yes. If you are not sure, please say No. The conduits can always be added later. Non-Palm operating systems for handhelds (Windows CE, etc.) will not work with our Meetingmaker Server.



The following prompt will appear. This asks about the data that is cached on your local computer. There is no reason to keep your old data, as it was already downloaded to the server before the upgrade. We recommend say "Delete local Meeting Maker data", but you are welcome to "Move local Meeting Maker database" if you choose.

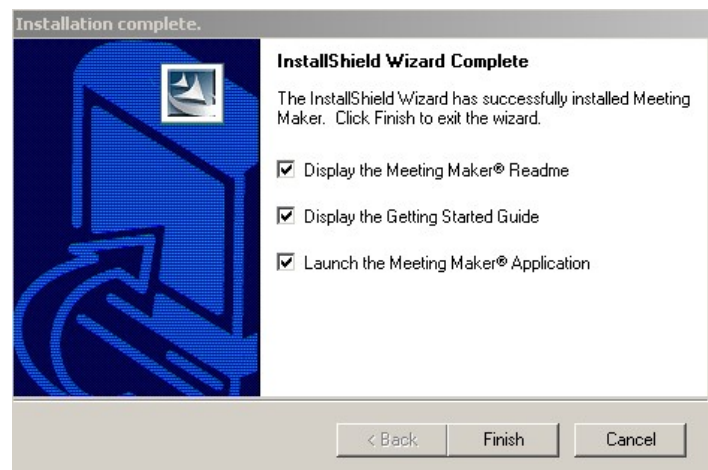


Once you click **Next>**

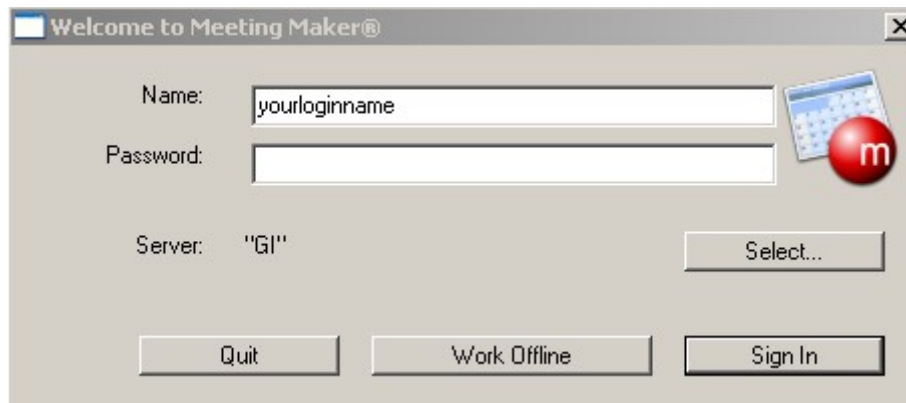


Then, when done ----->

You are welcome to read the **Readme** and **Getting Started Guide** to see what might apply to your situation.



Once you launch the Meeting Maker Application, you will get the log in prompt of the new client. Log in using your previous login name and password. If you were previously using the feature to remember your password automatically and do not remember what that password is, you will have to call a Meetingmaker administrator: Gary Newman x6929, Matt Barkdull x7281, or Carol Way (ASF only) x6390 to have it changed.



Your Meetingmaker data will then be downloaded from the server (remember patience, especially if you have a lot of data). The calendar window will be open.

There are a number of preferences that likely will not be remembered during this upgrade. The document that documents those is located at [www.gi.alaska.edu/crc/software/meetingmaker/mm85-gi-faq.pdf](http://www.gi.alaska.edu/crc/software/meetingmaker/mm85-gi-faq.pdf) You are welcome to make those preferences changes for your client from within the application.

The webpage [www.gi.alaska.edu/crc/software/meetingmaker](http://www.gi.alaska.edu/crc/software/meetingmaker) lists more information about Meetingmaker. The GI version of the Getting Started document is located at: [www.gi.alaska.edu/crc/software/meetingmaker/mm-gi-instructions.htm](http://www.gi.alaska.edu/crc/software/meetingmaker/mm-gi-instructions.htm)

Spend some time becoming familiar with the new interface, new terminology, and layout. Write down any non-urgent questions and bring them to one of the training sessions. Wed. May 4 or Fri. May 6, 2005, both at 1:30 pm in the GI Auditorium. No advance signup is required.

We hope that you find the new interface more functional, or at least benign. UAF has already upgraded their server, which serves UAF, Statewide, and ARSC. We are trying to be at the same version level as theirs, with the hope that we can create connectivity between our two servers for shared information in the near future.

For those of you who use the web interface for access to Meetingmaker when you are traveling, home, or because you use Linux or Unix, Dave Covey is working on converting this interface. Once this is complete, we will let folks know.

*Gary Newman, Computer Resource Center, Geophysical Institute*