

meetingmaker lets you maintain your calendar, prioritize a to-do list, arrange meetings, and coordinate your schedule with anyone on the network or over the Internet.

▶ creating meetings

Create a Meeting

Select guests, schedule a time when everyone can attend, add a meeting agenda, and set reminder all in one place.

From the File menu, select Propose Meeting.

Schedule Locations and Resources

When scheduling a meeting, you can block time in a conference room, or reserve an overhead projector. Your meetingmaker administrator adds the resources and locations you can select.

To schedule locations and resources, from the File menu, select Propose Meeting. On the Guests tab, double-click Locations or Resources.

View Another User's Calendar

View the details of another user's calendar - called proxying a calendar. Other users must give you proxy rights to either view, or view and edit, their calendars.

To proxy a user's calendar, from the Proxy menu, select the name of the user whose calendar you want to view.

Edit your Proxy List

Grant proxy rights to users you'll allow to view your calendar. Grant read-only rights to users you'll allow only to view your calendar, and read-write rights to users you'll allow to edit it.

From the Edit menu, select Proxy list.

Set Meeting Reminders

Specify when and how you want to be reminded of upcoming events: play sound, blink icon, bring the Proposal Window or the meetingmaker application to the front, or send email. To receive email reminders, you must specify email settings.

To specify reminder settings, from the Edit menu, select Preferences, and click the Notification tab.

To specify email settings, click the General tab.

View a Master Schedule

Use Master Schedule to see and select a meeting time when everyone in a meetingmaker group - including guests, locations, and resources - is available. Your meetingmaker administrator creates public meetingmaker groups; you can create your own personal groups.

From the View menu, select Master Schedule.

Create a Personal Group

Create groups of meetingmaker users. Send a group a meeting proposal or instant message.

From the Edit menu, select QuickList, and click New Group.

Edit your QuickList

Add to your QuickList the names of users with whom you frequently schedule meetings. When creating meeting proposals, it's convenient to select from this short list of frequent guests.

From the Edit menu, select QuickList.

contact list

Create a Contact

Enter a name and address, phone numbers, email address, and customized information for each Contact.

From the View menu, select Contact List.

Send Email

Send email to people in your Contact List, right from meetingmaker. Their Contact information must contain an email address.

In the Contact List window, click Mail.

Create a Meeting

Email meeting proposals to people in your Contact List. Their Contact information must contain an email address.

In the Contact List window, select the Contact you want to invite, and click Meet.

to-do list

Create a To-Do List

Create a list of To-Do items; include dates, priorities, categories and participants.

From the View menu, select To-Do List.

instant messaging

Send an Instant Message

Send an instant message to other users who are logged in to meetingmaker. When creating a new instant message, you can send the message only to users in your QuickList.

From the View menu, select Messages, choose the recipient, and type your message.

Respond to an Instant Message

Respond to incoming instant messages, even if the sender is not in your QuickList.

In the Messages window, click the message to which you want to respond. and type your response.

Edit your QuickList

Add to your QuickList the names of users to whom you want to send Instant Messages.

From the Edit menu, select QuickList.

customizing meetingmaker

Change your Display Time Zone

Display your meetingmaker calendar in a different time zone. Events on your calendar are shown in the time zone you select.

From the Edit menu, select Display Time Zone.

Change your Preferences

Customize the meetingmaker display and features. Change your password, specify reminder settings, customize labels and the calendar display, set categories and priorities for Contacts and To-Dos.

From the Edit menu, select Preferences.

Change your User Information

Edit the user information that other meetingmaker users see.

From the Edit menu, select User Info.

Split Overlapped Meetings

Show overlapping meetings next to each other in the Daily Calendar.

From the Edit menu, select Preferences, and click the Calendar tab.

Sort your Proxy List

Place the names of users you frequently proxy at the top of your Proxy List.

On the Proxy menu, press and hold the Shift key, and click the proxy you want to appear at the top of the list.

Select Black and White or Color Printing

Choose whether to print your calendar in black and white or color.

From the Edit menu, select Preferences, and click the General tab.

Palm OS handheld synchronization

Synchronizing with a Palm device

After installing and configuring the meetingmaker Palm conduits, you can synchronize your Palm OS device with your meetingmaker Calendar, Contact List, and To-Do List.

Place the handheld device in its cradle and press the synchronize button.

Changing Palm Conduit configuration

Modify Palm Conduit options such as the time zone in which you want your schedule to appear, the range of days to synchronize, and where to store ID files.

Open the HotSynch Manager, and select the Conduit you want to configure.

keyboard shortcuts

Menu	Item	Windows	Mac	Item	Windows	Mac
File Menu	New (Item in Window)	Ctrl+N	⌘+N	View Menu	Daily Calendar	Ctrl+D ⌘+D
	Propose Meeting	Ctrl+M	⌘+M	Monthly Calendar	Ctrl+Y	⌘+Y
	New Banner	Ctrl+B	⌘+B	Proposals	Ctrl+R	⌘+R
	Open (Selection)	Ctrl+O	⌘+O	To-Do List	Ctrl+T	⌘+T
	Close (Active Window)	Ctrl+W	⌘+W	Contact List	Ctrl+K	⌘+K
	Print Setup	Ctrl+U	⌘+U	Messages	Ctrl+S	⌘+S
	Print Schedule	Ctrl+P	⌘+P	Go to day	Ctrl+G	⌘+G
	Sign In/Out	Ctrl+L	⌘+L	Find	Ctrl+F	⌘+F
	Exit/Quit	Ctrl+Q	⌘+Q	Tile Daily	Ctrl+I	⌘+I
				Master Schedule	Ctrl+H	⌘+H
Edit Menu	Undo	Ctrl+Z	⌘+Z	Other Shortcuts	Copy Activity/Meeting	Ctrl+drag Opt+drag
	Cut	Ctrl+X	⌘+X		Switch from Montly to Daily	Click date numeral
	Copy	Ctrl+C	⌘+C	Open Calendar Navigator	Click +	
	Paste	Ctrl+V	⌘+V	Return to Today	Shift-click +	
	Select All	Ctrl+A	⌘+A			
Delete/Cancel (Selection)	Ctrl+E	⌘+E				
Proxy Menu	Proxy (User #)	Ctrl+#	⌘+#			

meetingmaker symbols

Daily Calendar

- Activity
- Confirmed meeting
- Proposed meeting - not all guests have confirmed
- Proposed meeting - at least one guest has declined
- Notes, comments, or an agenda is attached
- A meeting has comments that you have not read

Meeting Proposal

Guest Availability:

- Guest is available at the proposed time
- Guest is busy at the proposed time
- Guest availability unknown
- Proposed time is outside of guest's work hours
- Guest has accepted your meeting proposal
- Guest has declined your meeting proposal
- Guest will decide later

Guest Types:

- Required guest
- Optional guest
- Carbon copied (cc) user
- Blind carbon copied (bcc) user
- External guest, has email in Contact List
- External guest, does not have email in Contact List
- Public, Private or Global Group
- Location
- Resources

To-Do List

- To-Do item you proposed or a personal To-Do item
- All required participants have accepted
- At least one required participant has declined
- A participant added comments
- A to-do request you received has changed
- Completed To-Do item

Monthly Calendar

- Banner symbol in the monthly view

Proposal Window

Proposals You Created:

- All required guests have accepted
- At least one required guest has declined
- Not all required guests have responded

Proposals You've Received:

- New meeting proposal or To-Do request
- Rescheduled meeting
- Changed meeting
- Cancelled meeting

Server Connection

- Connected to the server
- Disconnected from the server
- Working offline