

## **Department Meeting Maker Accounts and Transition to Exchange**

- 1. For those of you who manage a Department Meeting Maker calendar, we will be creating a new Exchange account for your department calendar over the next week.** Those who have been identified as owners of the calendar will receive further details regarding the log in name and password for the new Exchange account.
- 2. Depending on HOW you currently access this Department Calendar, you may need to take immediate action in order to have access to the calendar after the Meeting Maker Server is shut down at 9 PM on July 15th.**
- 3. If you log into the calendar using a log in name and password just like you do with your own personal Meeting Maker calendar** and you do this on your District computer or one that is designated for that calendar, then a local database of the calendar is available for reference to re-create the appointments in the new Exchange account after the server is shutdown. In this case, follow the instructions from the previous email about signing in one last time to sync the local database with the server.
- 4. If you PROXY to the department calendar, you must take additional steps.** You must now log into the department meeting maker calendar to obtain a local copy of the calendar for your own computer. **Once the server is turned off, you DO NOT have access via PROXY to the calendar.**

**If you do not know the log in name for the department account, contact the Call Center immediately.** The default password for a Meeting Maker account is blank. Otherwise, the Call Center will reset the password for you.

**Question: How do you log into the department calendar?**

**Answer:** When you normally log into your own Meeting Maker account, replace your last name with the Department log in name and then the password. If this is the first time logging into this department account or you have not logged into your department account in a long time, it will take several minutes for a copy of the calendar to be downloaded to your

computer.

**Question:** When I launch Meeting Maker, my calendar just appears automatically and I don't remember what my password is. So how do I get to the log in screen to sign into the department account?

**Answer: You need to know your sign in name and password for your personal calendar account. If you do not know your sign in name or password, immediately contact the Call Center to obtain your sign in name and password.**

NEXT, **SIGN OUT** of Meeting Maker and the log in window will appear. Test signing into your own calendar before signing into the department calendar.

When you have confirmed you are able to sign into your own personal calendar account, Sign Out and Next Sign into your department calendar account. If this is the first time logging into this department account or you have not logged into your department account in a long time, it will take several minutes for a copy of the calendar to be downloaded to your computer.

For additional Assistance, please contact the Call Center at (408) 864-8324.