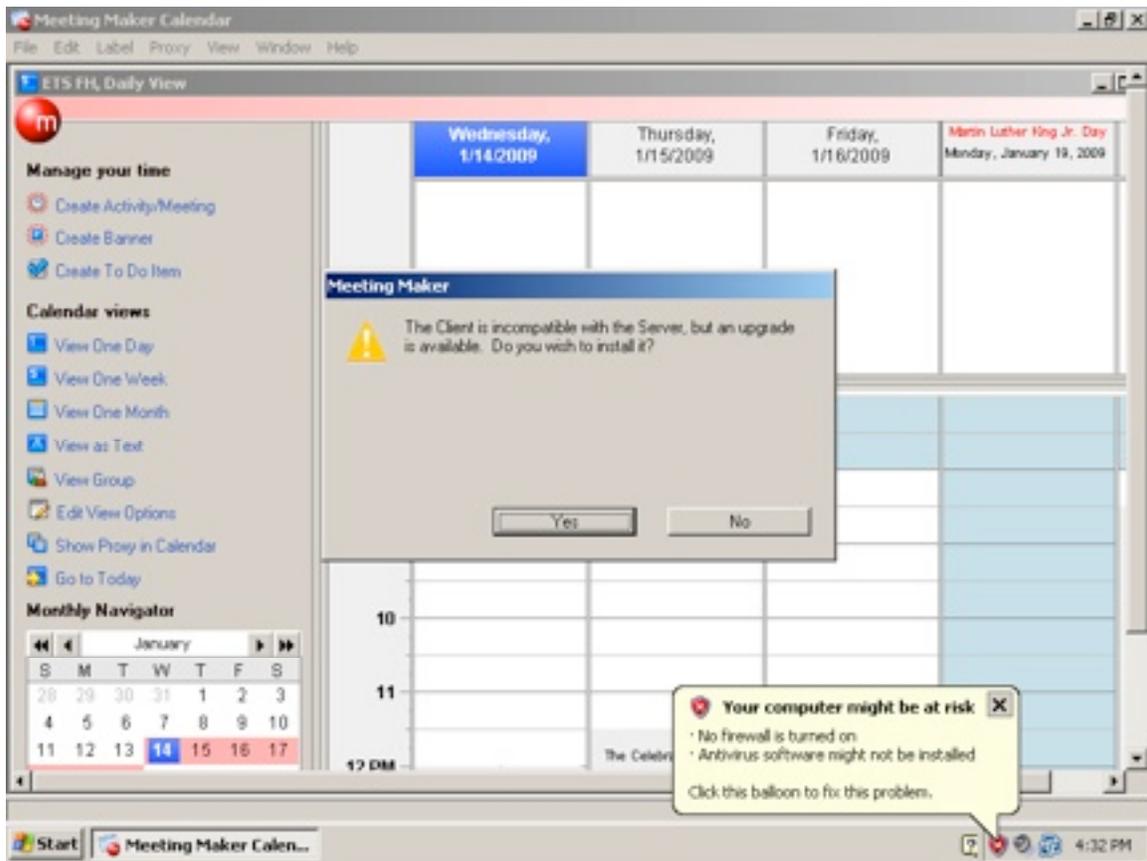


## Upgrading to Meeting Maker 8.8 Windows

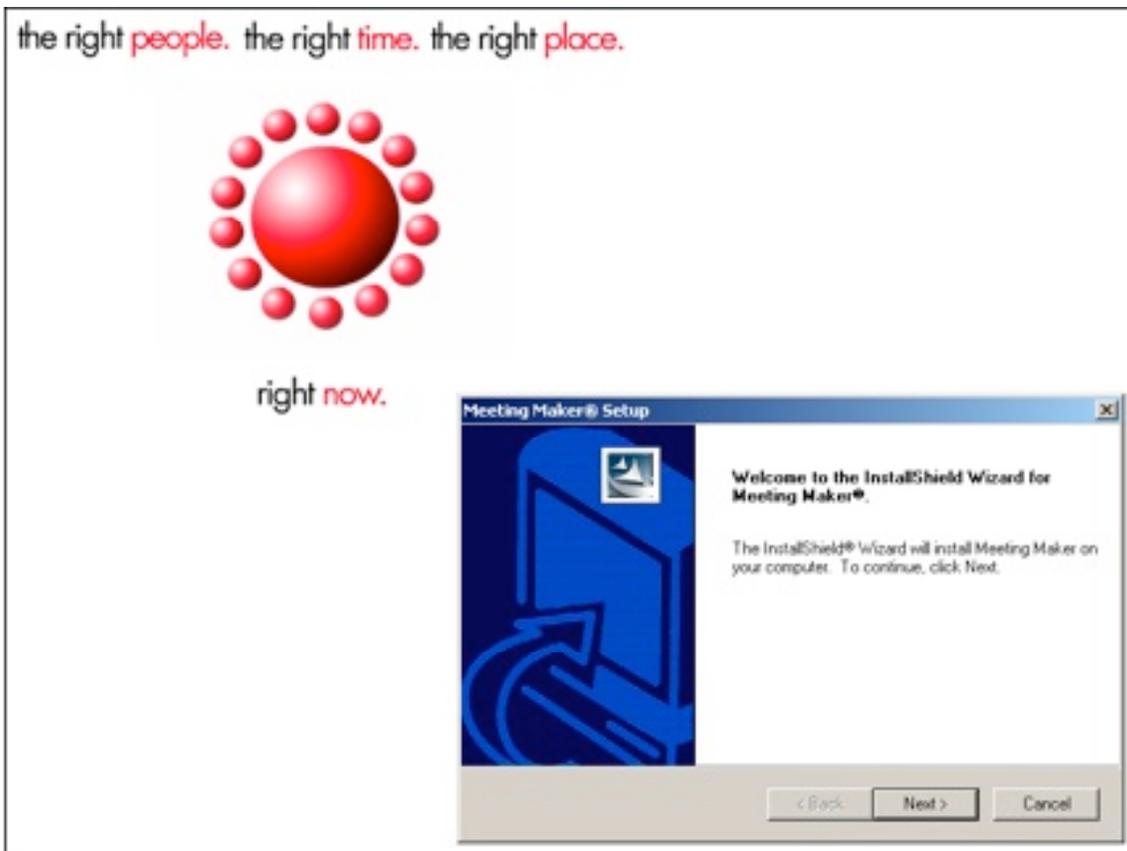
Be sure that you know your Meeting Maker username and password (your username is usually your last name. If your last name is common, such as "Smith", then your username will be your last name plus the first initial of your first name, ie: Smithj), and have at least 15 minutes to dedicate to the upgrade.

1. The upgrade will occur on May 15th. When you log into Meeting Maker, you will receive a prompt to upgrade to the new version of Meeting Maker that will look like this:



2. Click "Yes".

3. You will get a prompt telling you that the "InstallShield Wizard will install Meeting Maker on your computer". Click "Next".



4. At the next screen, click on "Next" (to accept default install location).

5. At the next screen select "Delete Meeting Maker Data".



6. A warning will appear. Click on "OK".

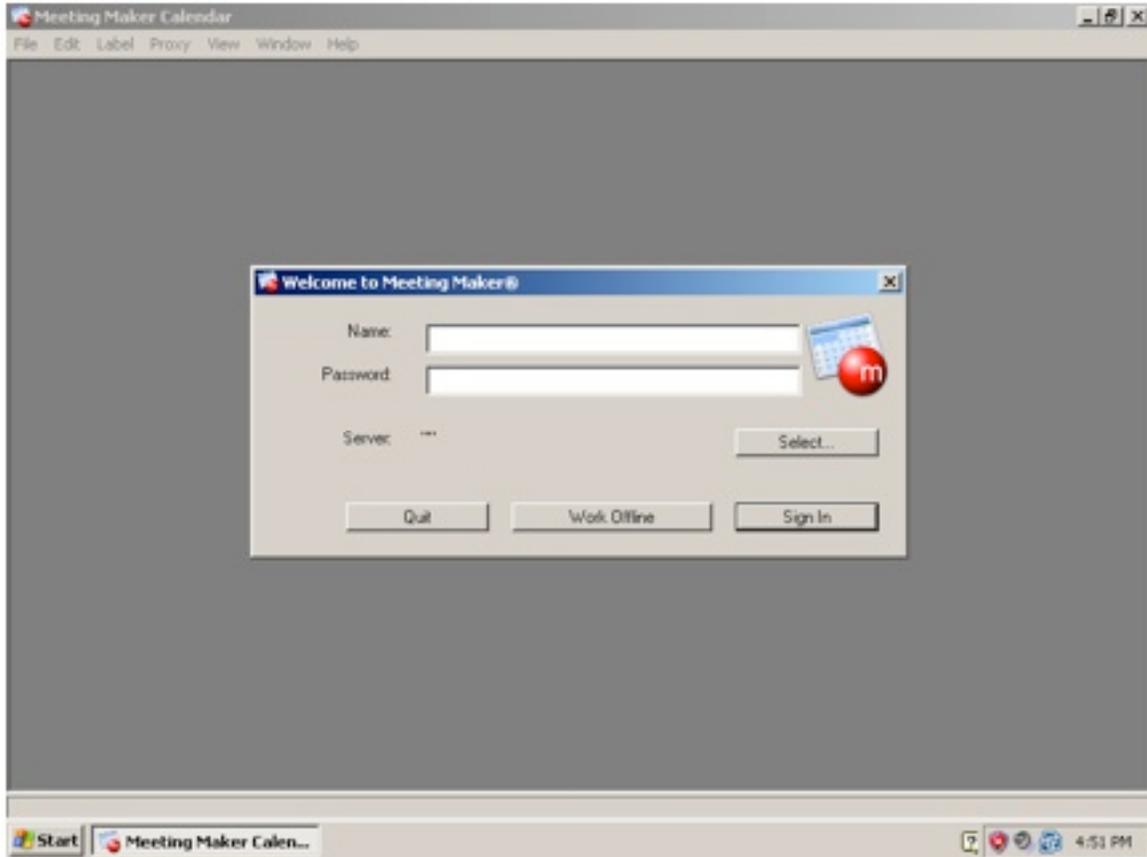
7. You will next see a window saying that the Install Wizard has successfully installed Meeting Maker. Please do the following:

1. UNCHECK "Display the Meeting Maker Readme".
2. UNCHECK "Display the Getting Started Guide".

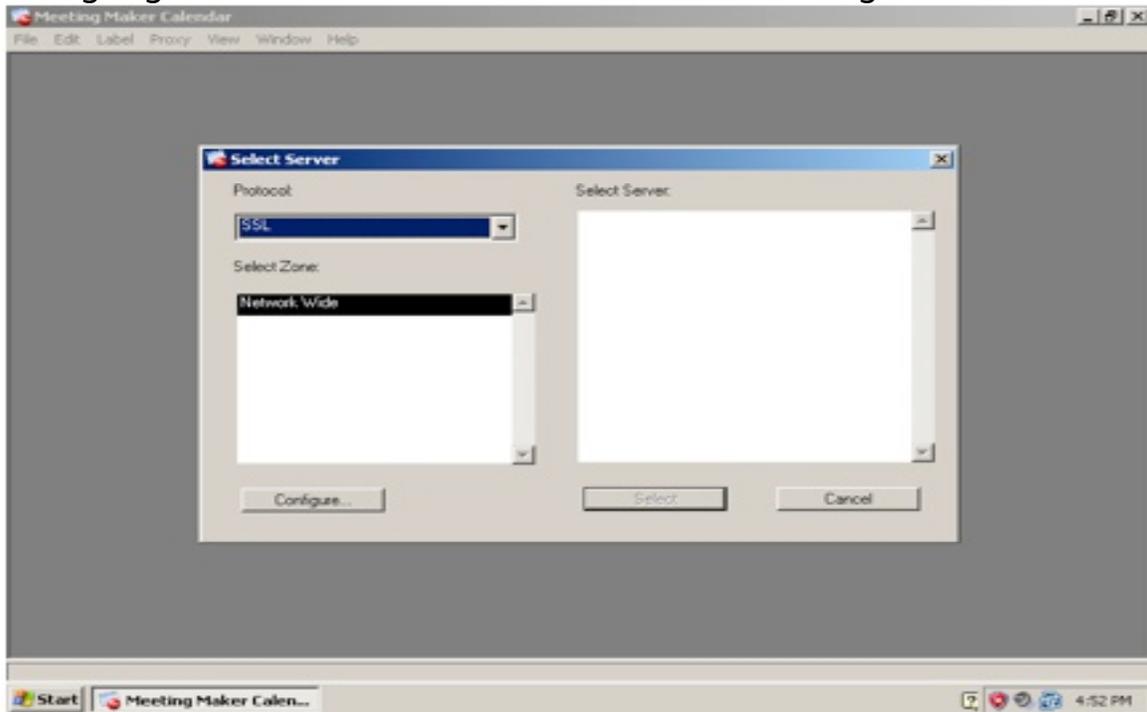
Click on "Finish".



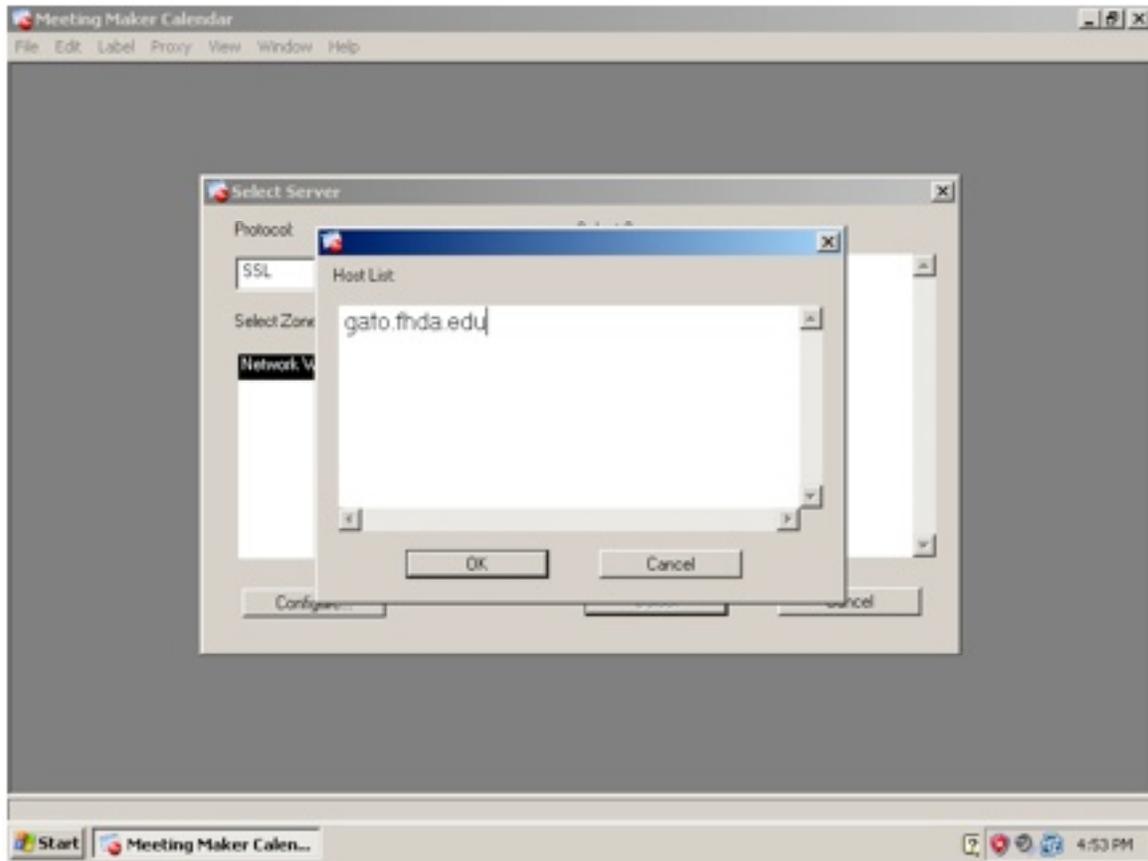
8. You will see the Meeting Maker log in window. Click on the "Select" button.



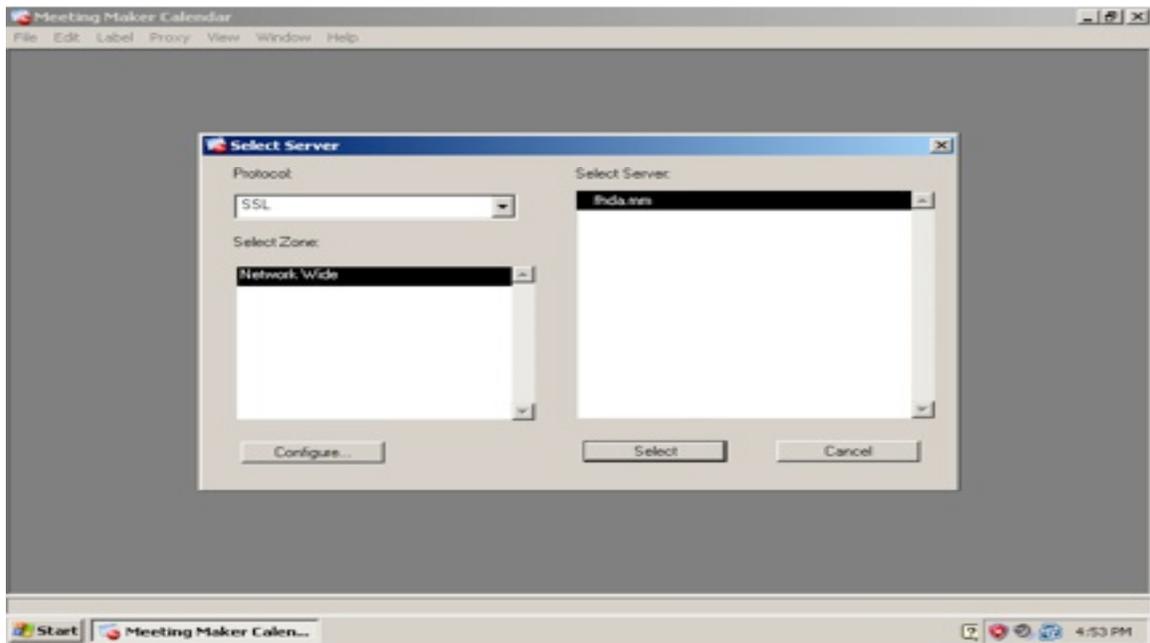
9. Highlight "Network Wide" and click on the "Configure" button.



10. In the host list window, enter: gato.fhda.edu then click on "OK".



11. Under "Select Server", select "fhda.mm".



12. Click on "Select".

13. Enter your username and password. Your calendar will begin to download. If your calendar is extensive, this may take some time.

