## Upgrading to Meeting Maker 8.8 Mac

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.

000		ET	S FH, Daily View			
						<u>8</u> -47-100
Manage your time		Thursday, 12/18/08	Friday, 12/19/08	Monday, 12/22/08	Tuesday, 12/23/08	Christmas Eve 12/24/08
Create Activity/Meeting Create Banner Create To Do Item		The Client is but an upgra install it?	incompatible wit ade is available. D	h the Server, Do you wish to		0
Calendar views View One Day View One Week						, A
View One Month	7 AM	C	No (	Yes		r f
<ul> <li>View Group</li> <li>Edit View Options</li> </ul>	8					
Control to Today	9-					[]
Monthly Navigator	10-	Holiday Potluck				
30 1 2 3 4 5 6 7 8 9 10 11 12 13	11-	Accept Decline				
14         15         16         17         18         19         20           21         22         23         24         25         26         27           28         29         30         31         1         2         3						
	12 PM		0			
		C	0			) 4 +

2. Click "Yes". The installer will begin to download.

3. You will receive a prompt telling you that you need an Administrator's password. Click on the lock in the lower middle of the window to proceed. Enter your normal computer log in password. Click on "Next".



- 4. Click on the "Restore Default Folder" button.
- 5. A warning will appear. Click on "OK".



6. At the next screen select "Delete Meeting Maker Data". Click on "Next".



## 7. You will be asked if you want to create an alias. Select "On the Desktop". Click on "Install".

00	Meeting Maker Calendar
	Choose Alias Folder
<ul> <li>Introduction</li> <li>Configuration</li> <li>Installing</li> <li>Install Complete</li> </ul>	Where would you like to create aliases? <ul> <li>In the Dock</li> <li>On the Desktop</li> <li>In your home folder</li> <li>Other: Choose</li> </ul>
InstallAnywhere by Macrovision	Don't create aliases      Previous      Install

8. A prompt will appear informing you that Meeting Maker was installed successfully and asking you what you would like to do. Click "Launch Meeting Maker Calendar". Click on "Done".

000	Meeting Maker Calendar
	Install Complete
<ul> <li>Introduction</li> <li>Configuration</li> <li>Installing</li> <li>Install Complete</li> </ul>	Thank you for installing Meeting Maker Calendar. Meeting Maker Calendar has been successfully installed to: /Applications/meetingmaker Would you like to: I Launch Meeting Maker Calendar View Meeting Maker Calendar Readme View Meeting Maker Getting Started Guide
InstallAnywhere by Macrovision	Previous

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

Welcome to Meeting Maker®			
Name: Password:			
Server: ""	Select		
Quit Work Offline	Sign In		

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

Select Server				
Protocol: TCP	Select Server:	Ma Port		
Select Zone: Network Wide				
Configure	Cancel	Select		

- 11. In the host list window, enter: gato.fhda.edu then click on "OK".
- 12. Under "Select Server", select "fhda.mm".

Select Server		
Protocol:	Select Server:	
ТСР	fhda.mm	
Select Zone:		
Network Wide		
Configure	Cancel Select	
Conligure	Cancer Select	

13. Click on "Select".

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

15. Please drag the old Meeting Maker alias out of your dock into the Trash, and drag your newly created one (on the desktop) to your dock.