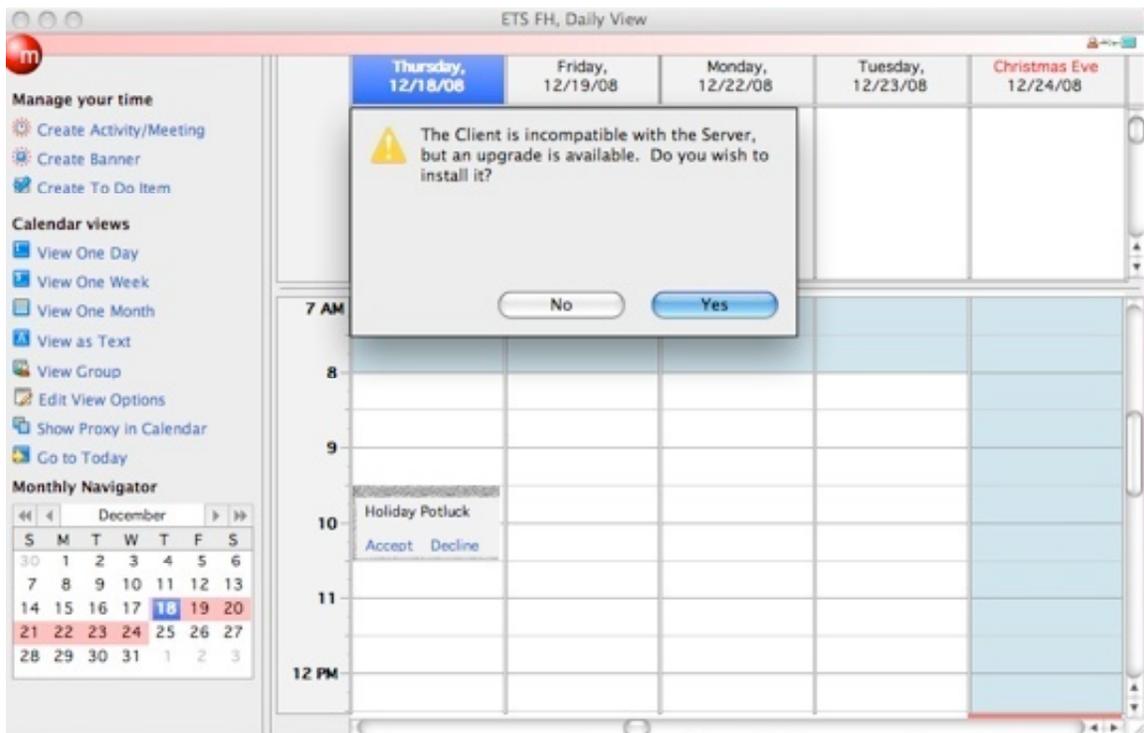


Upgrading to Meeting Maker 8.8 Mac

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.



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".



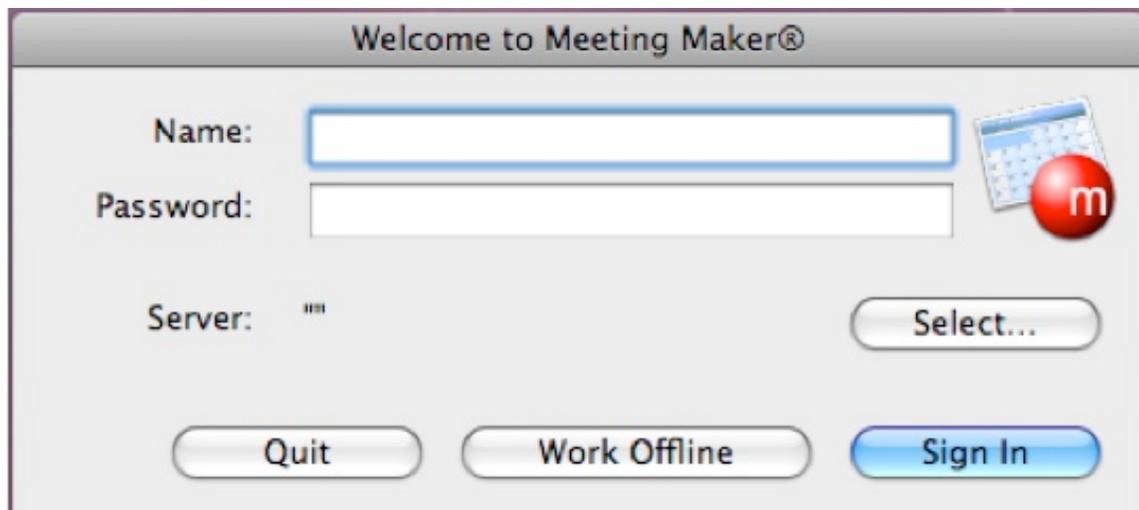
7. You will be asked if you want to create an alias. Select "On the Desktop". Click on "Install".



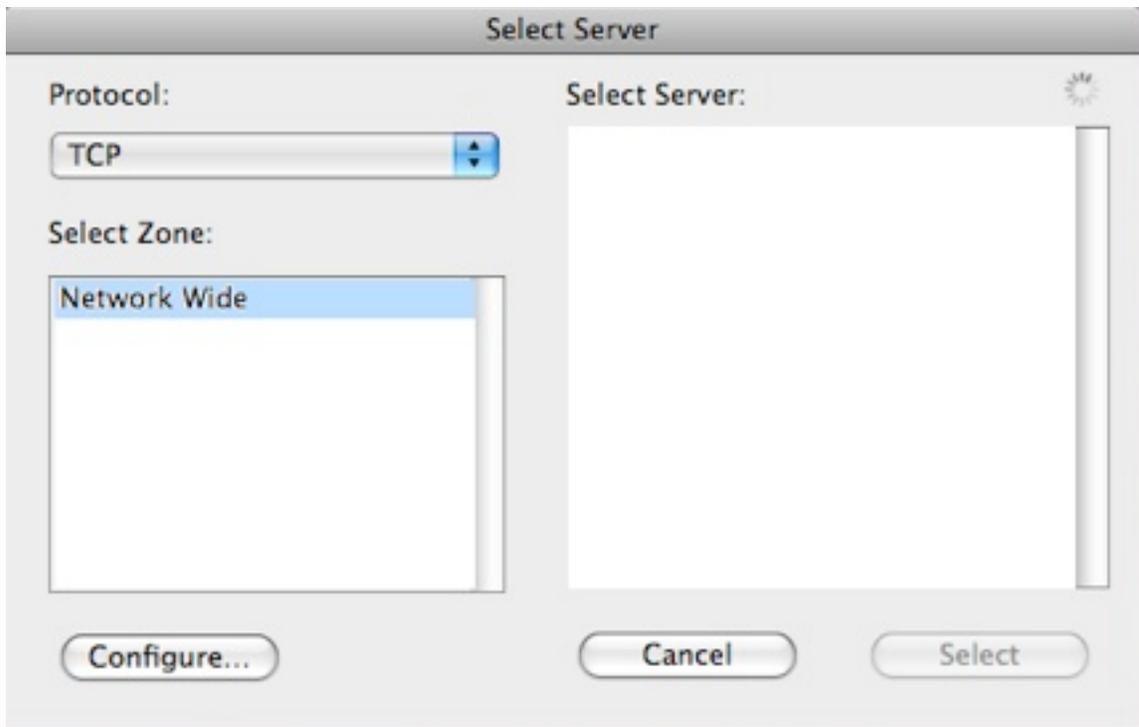
8. A prompt will appear informing you that Meeting Maker was installed successfully and asking you what you would like to do. Click "Launch Meeting Maker Calendar". Click on "Done".



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

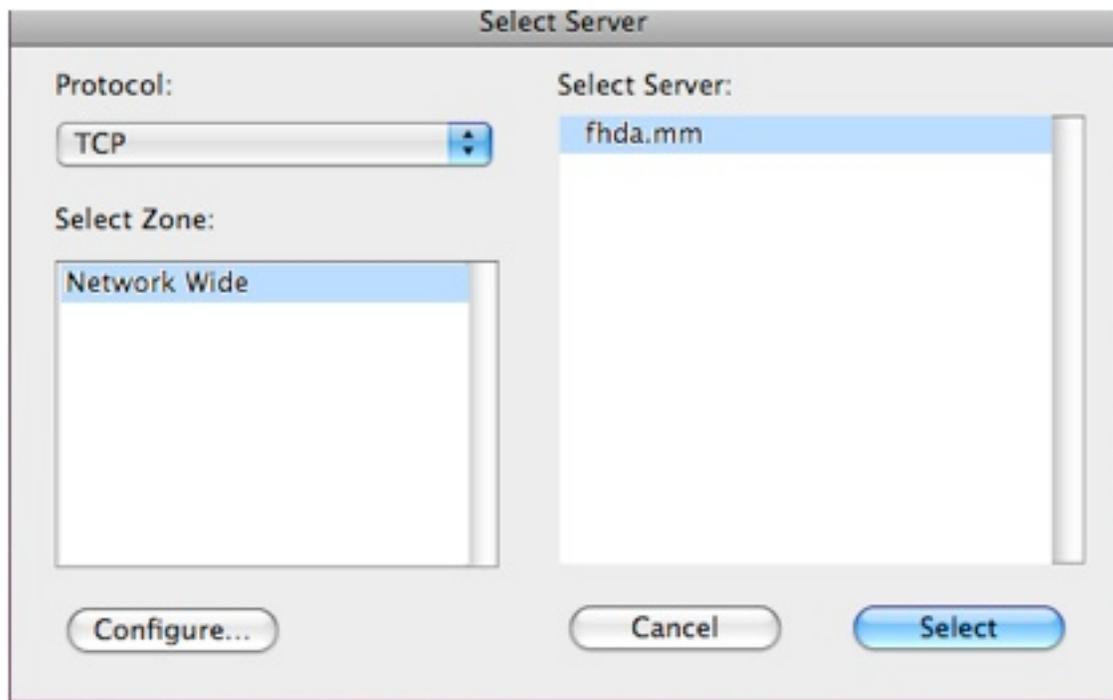


10. Highlight "Network Wide" and click on the "Configure" button.



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

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



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.