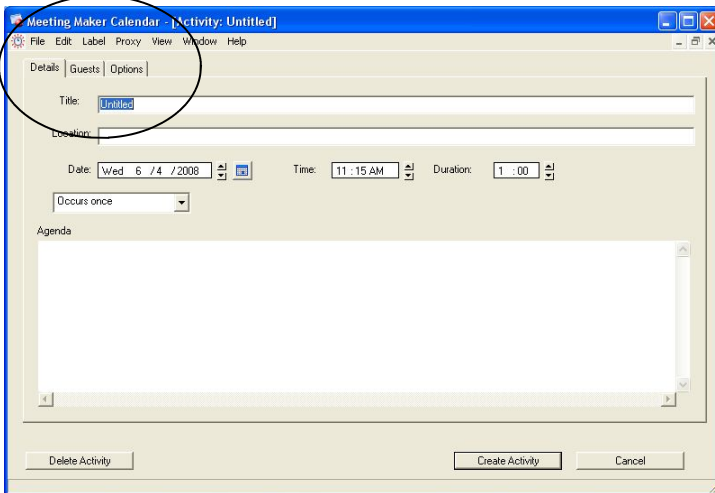


Meeting Maker Basics

Last Updated: 6/27/08

Creating Meetings

- Click on the **Create Activity/Meeting** button on the top of the left-hand menu.
- The window that appears has three tabs in the top-left corner: Details, Guests, and Options.



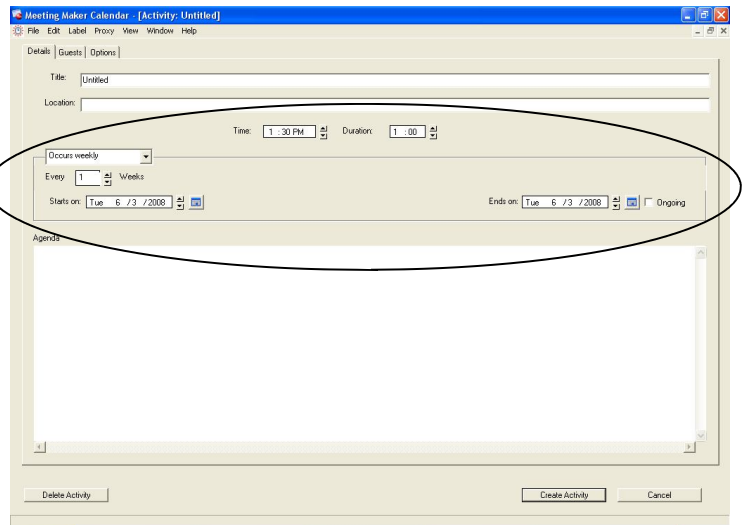
- Use the **Details** tab to enter basic information about the meeting, such as time, place, duration and agenda.
- Use the **Guests** tab to invite others or to send a meeting proposal. (More on this topic on the next page.)
- Use the **Options** tab to set a reminder or label the meeting.

Here you can select to make a meeting private, which means others cannot see its contents, even if they have proxy.

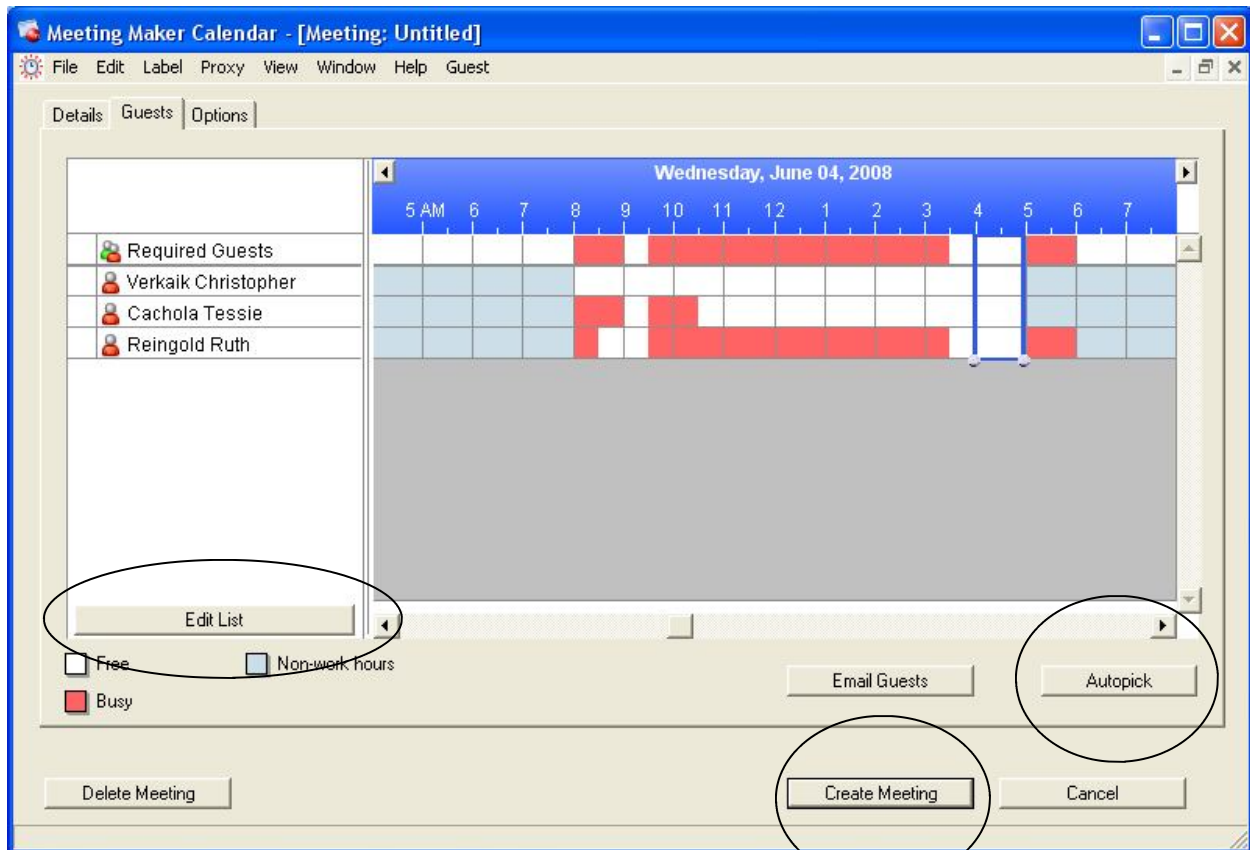


Recurring Meetings

- Under the **Details** tab, open the drop-down menu that reads “Occurs once” and select the appropriate option.
- Be sure to select an end date or to click on the Ongoing box. If you don't the meeting will appear only once.
- NOTE: If you synch your calendar with another device, recurring meetings will be transferred as individual, stand-alone meetings, they will not be linked together.



- The other way to create a meeting is to click and drag your mouse to make a box directly on your calendar.
 - You can adjust the size of the box (the length of the meeting) by clicking on the lower right-hand corner of the box.
 - You can move the meeting to another time or day by clicking on it and dragging it to another location.
 - You can copy a meeting by holding down the alt key as you click and drag.
- Double-clicking on the meeting in your calendar will open the meeting information window.

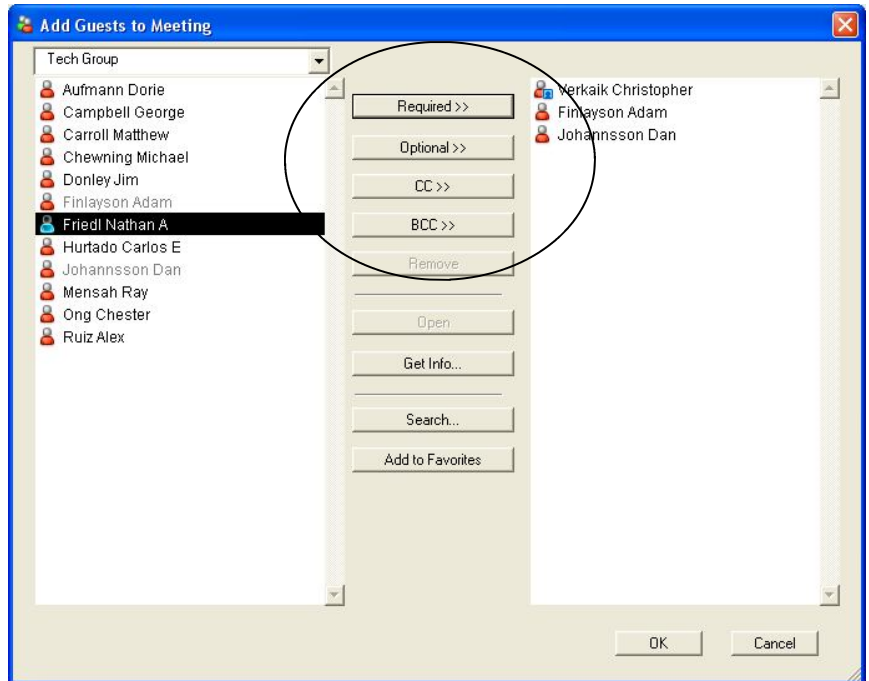


Proposing Meetings

- Under the Guests tab in the meeting information window, use the **Edit List** button to select the people to whom you want to propose the meeting. You will be asked to specify whether someone's attendance is required or optional.
- The **Autopick** button will find the nearest time when every invited guest is available to meet.
 - Hitting the button again will find the *next available time after the next conflict*. This may or may not be the next available time, so don't rely too heavily on the Autopick button to find meeting times.
 - You can change the meeting time by clicking on the lower left-hand corner of the box and dragging it to a new location.
 - The default meeting duration is 1 hour. You can change the duration in this screen by clicking on the lower right-hand corner of the box and dragging to make the box bigger or smaller.
- The **Create Meeting** button will place the meeting on your calendar and send a proposal to the invited guests. The guests will have the option of accepting the proposal or declining and suggesting a different meeting time. Once the guests accept the proposal, a checkmark will appear next to their name in this screen.

Using the CC Button to Schedule without Proxy

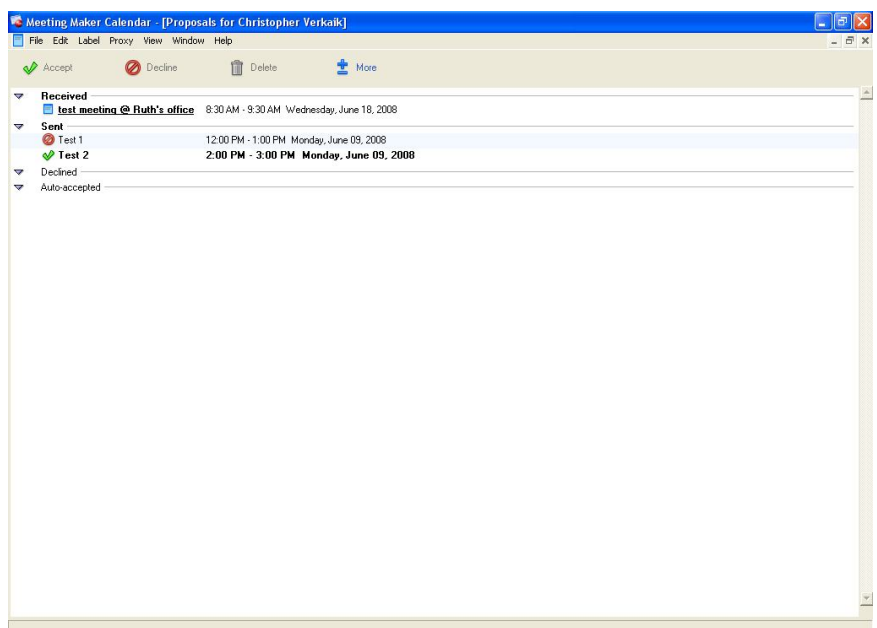
- The **CC** button will invite someone to a meeting without it showing up in his or her calendar. It can be used to schedule meetings for people if you don't have proxy to their calendars.
- After selecting the guests for the meeting, select your name and hit the **CC** button. The meeting will not show up in your calendar, but you will be able to track it in the **Proposals Window**.



- Creating meetings this way provides a notice to the participants and gives them the opportunity to decline the meeting.

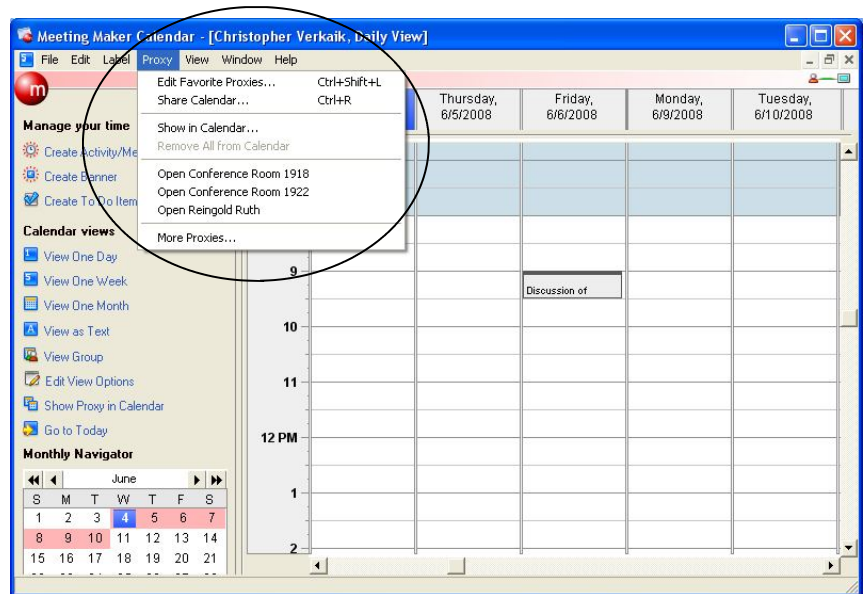
The Proposals Window

- Access the Proposals Window by selecting the **Proposals** option in the **Window** drop-down menu. (If you have proxies open, you will first have to select whose Proposals Window you want to view.)
- This window allows you to see the meeting proposals you have received and sent. You can also see at a glance whether the invited guests have accepted or declined your sent proposals.
- You can access the meeting information window from this screen by double-clicking on any meeting.



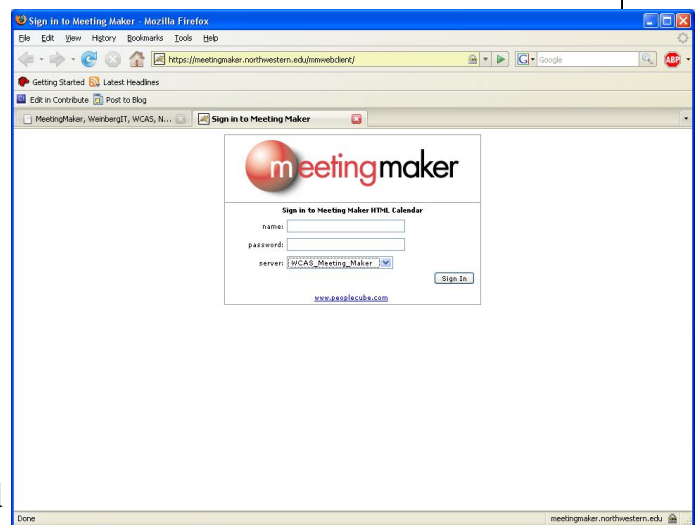
Proxies

- Having proxy is necessary only when you need to know exactly what someone is doing and where someone is.
- To check availability without proxy, you can look at the group view if someone is in your group or go to the **Guests** tab in a new meeting information window and go through the steps of proposing a meeting.
- Favorite proxies will be displayed in the Proxy drop-down menu for easy access. The **Edit Favorite Proxies** option allows you to add or remove favorite proxies.
- The **Share Calendar** option is used to give someone proxy to your calendar. You can select read/write privileges, denoted with a pencil, or read only privileges, denoted with a pencil with a line through it.
- The **Show in Calendar** option allows you view someone's calendar side-by-side with your calendar. (The **Show Proxy in Calendar** button in the left-hand menu has the same function.)



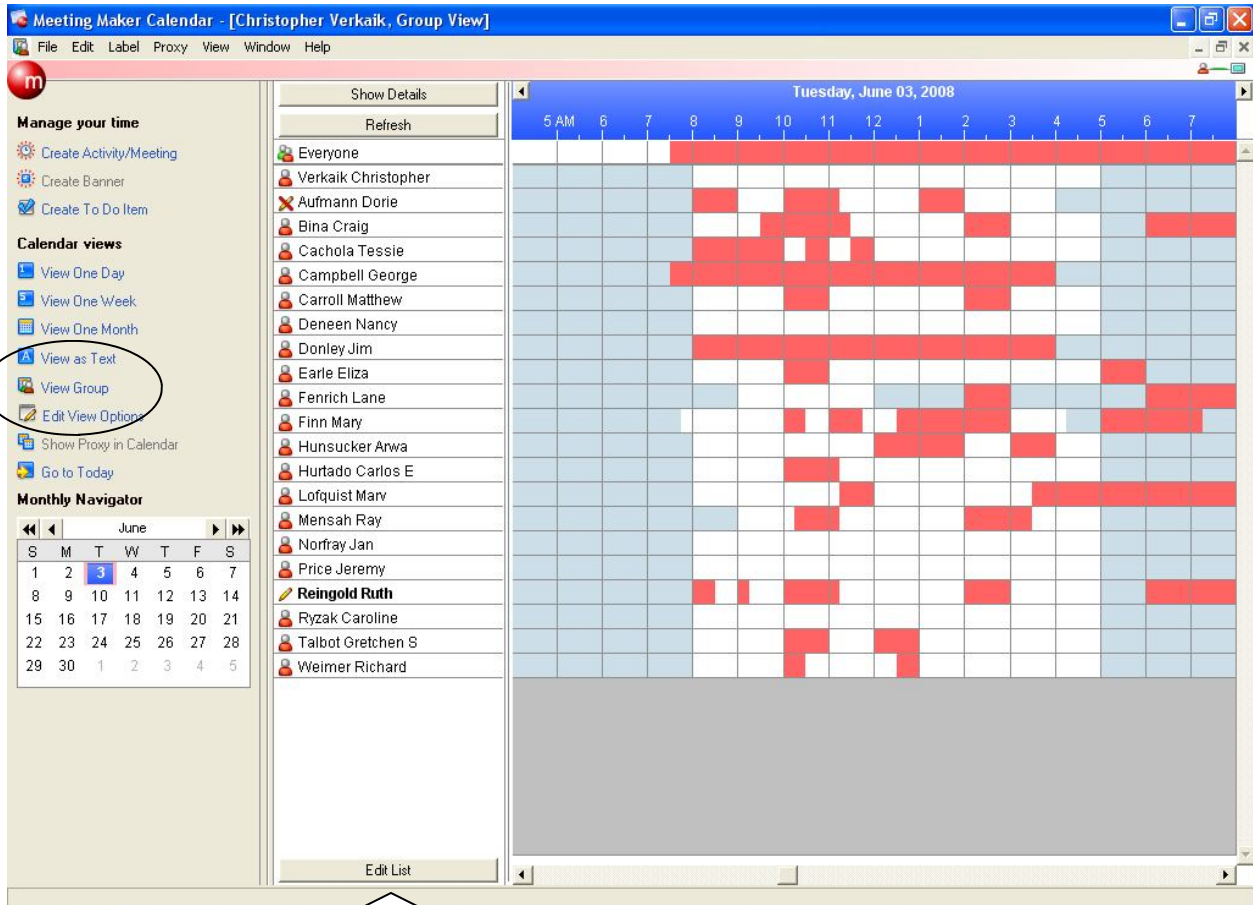
Web Client

- You can access your Meeting Maker account from any computer at **meetingmaker.northwestern.edu**.
- Make sure that you have the correct server selected at the log-in screen. Most Weinberg accounts are in WCAS_Meeting_Maker, but some are in NUIT_Meeting_Maker.
- Keep in mind that the web client does not automatically update, you will have to use the browser's refresh button to see if someone has proposed a meeting.



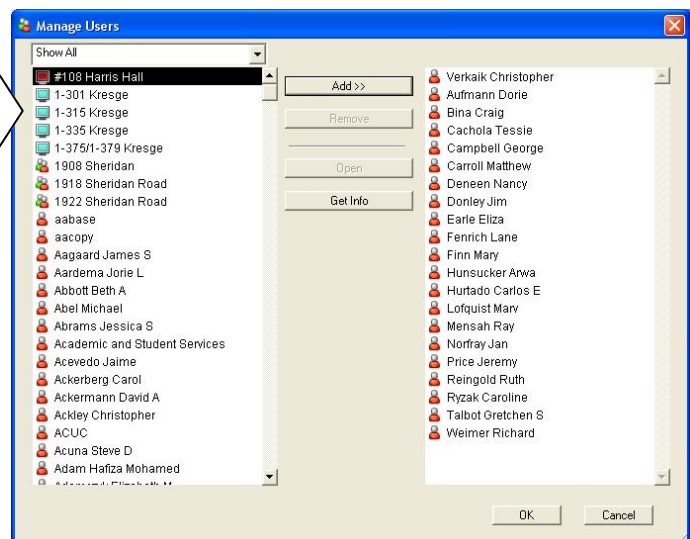
Group View

- Access group view by clicking on the **View Group** button in left-hand menu.
- Use group view to see the availability of many people at once. You will be able to see when someone is or is not available but not what they are doing.
- If you have proxy to someone's calendar, you can view their activities here by double-clicking on their name.



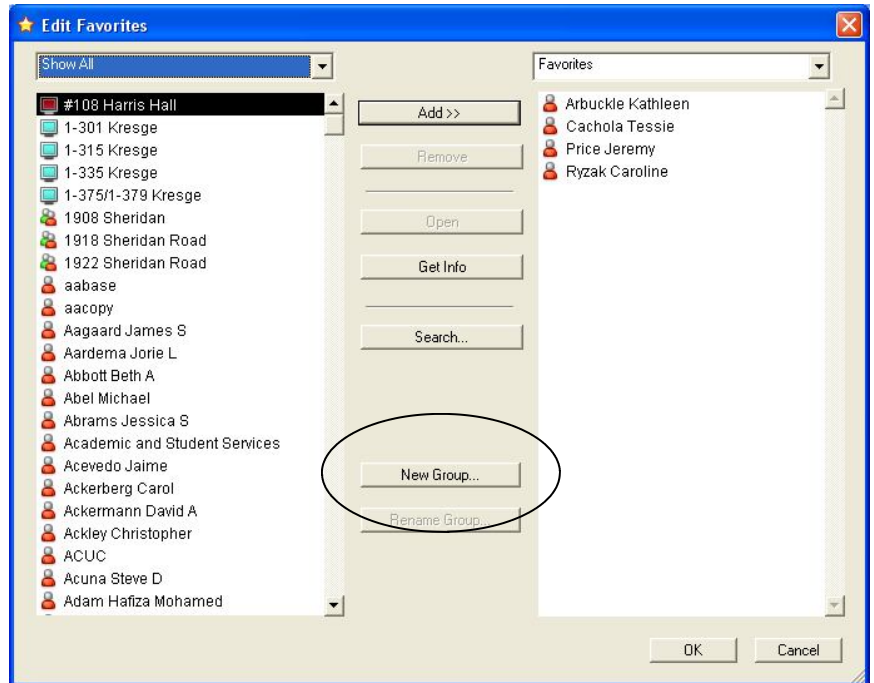
Use the **Edit List** button to add or subtract people from your group.

- Select names from the left-hand column, and use the **Add** button to place them in the right-hand column, which is your group.
- To remove someone from your group, select them from the right-hand column and use the **Remove** button.



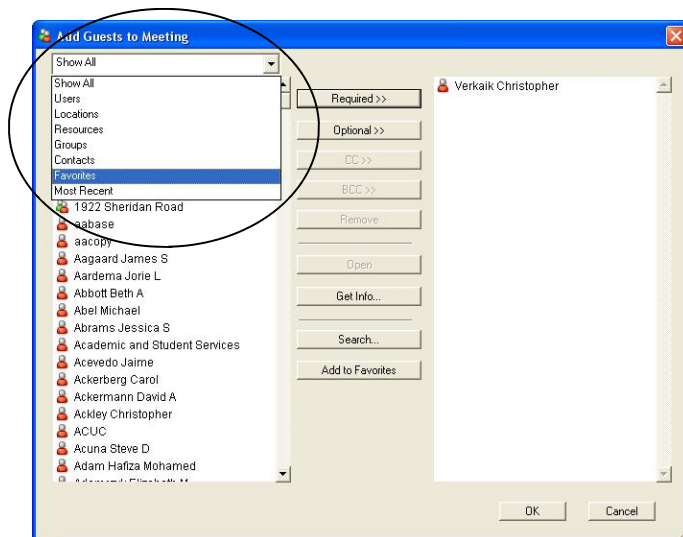
Favorites

- Select the people you meet with most often as your favorites.
- Add or remove people from your favorites through the **Favorites** option in the **Edit** drop-down menu. Select people from the left column and use the **Add** button to move them to the right column.



Groups

- In this same window, use the **New Group** button to create a group.
- This is useful if there is a group of people that you always work with on a particular project.
- After you name the group, it will show up in the right-hand column with your favorites. Double click on the group name, and you will be able to add members by selecting them in the left-hand column and using the **Add** button.



- When proposing a meeting, you can access your favorites and any groups you create through the drop-down menu on the top-left of the window.
- Your groups are automatically included under the **Favorites** option
- The **Most Recent** option will show the names you have recently selected. This is another easy way to find the people you meet with most often.