



right people

right place

right time

# Meeting Maker **Getting Started** **Guide**

Version 8.7.0

right now

collaborate

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# About This Guide

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This book is intended for new users of Meeting Maker Calendar. This book contains information on installing, launching, configuring, and signing into Meeting Maker Calendar and HTML Calendar. It also contains introductory information on using Meeting Maker Calendar. For more complete instructions on using Meeting Maker, see the Meeting Maker Calendar online help, or the HTML Calendar online help.

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# Before You Install Meeting Maker Calendar

## Introduction to Meeting Maker Calendar

Meeting Maker is a networked software application. The Meeting Maker Server stores users' information centrally and relays needed information instantaneously between Calendar applications.

When your Meeting Maker administrator has informed you how Meeting Maker Calendar will be distributed, you can install the application.

To use Meeting Maker Calendar after you install it, you must configure your server information so that Meeting Maker Calendar can find the Meeting Maker Server. You can then sign in to your account.

Meeting Maker is a group scheduling tool that makes it easy to:

- ◆ **View Groups** - View the availability and schedules of teams or groups of people from a single window
- ◆ **AutoPick Meeting Times** - Automatically select the next timeslot when all attendees are available
- ◆ **Access Proxies** - View coworker calendars in a side-by-side view with your own
- ◆ **Send and Receive Meeting Invitations in Real-time** - Schedule meetings in real-time - you request a meeting and the attendees are notified immediately
- ◆ **Schedule Recurring Meetings** - Schedule customized recurring meetings - daily, weekly, bi-weekly, monthly, etc.
- ◆ **Schedule Resources** - Reserve conference rooms, A/V equipment or other shared resources for your meeting
- ◆ **Share your Availability** - Share your free and busy time with others, vastly simplifying the group scheduling process
- ◆ **iCalendar Support** - Send meeting invitations to people and calendars outside of your organization using iCalendar
- ◆ **Integrate with Email** - Provides the ability to contact attendees and send them attachments using your own email client

- ◆ **Simplify Scheduling** - Eliminates the complex hassle of scheduling meetings – no more juggling other people’s schedules, telephone tag or email delays and subsequent rescheduling

Some Meeting Maker personal calendaring features:

- ◆ **Calendar Navigator** - Quickly and easily select a date to view
- ◆ **Customized Views** - Customize your calendar with colors and labels, various layouts, and numerous viewing options
- ◆ **Direct Event Editing** - Edit your activities and meetings directly in the daily view
- ◆ **Ease-of-Use** - Intuitive GUI and functionality makes it easy to learn
- ◆ **Email Reduction** - Doesn't contribute to email "inbox overload" when scheduling meetings because you're doing it straight in the Meeting Maker environment
- ◆ **European Date/Time Formats** - View dates and times within your calendar using the standard European formats
- ◆ **Event Calendar Integration** - Integrate the WebEvent View event calendaring solution with Meeting Maker to add published events directly into your personal calendar.
- ◆ **Event Creation** - Create activities, banners (i.e. vacation, birthdays, etc.), and to- do items for yourself
- ◆ **Font Customization** - Adjust the font type and size based on your preference in the main calendar view
- ◆ **Multiple Calendar Views** - View your calendar in day, week, month or text views
- ◆ **Pencil-in Events** - Proposed meetings automatically populate your calendar where they can be directly accepted or declined
- ◆ **Printable Formats** - Print your calendar out using common printout forms
- ◆ **Private Events** - Mark events private so they can't be seen by others
- ◆ **Recurring Banners** - Set standard banners to display on a daily, weekly or monthly basis
- ◆ **Time Zone Support** - Adjusts automatically to any of the 319 time zones around the world

## What are the Meeting Maker Calendar Requirements?

Before you install Meeting Maker Calendar on your machine, make sure that your computer meets the Meeting Maker system requirements and that it is connected to your network.

Meeting Maker Calendar requires the following hardware and software for a minimum installation.

<b>Hardware/Software</b>	<b>Windows® Requirements</b>	<b>Macintosh® Requirements</b>
Operating System	Windows XP, or Windows Vista	OS X 10.3.x or higher
Disk	15 MB free disk space	15 MB free disk space
Network Protocol	TCP/IP or SSL	TCP/IP or SSL

## What do I need before I install Meeting Maker Calendar?

You can install Meeting Maker Calendar on Windows or Macintosh. The installation process differs depending on your operating system and whether you have a previous version of Meeting Maker on your machine.

Before you install Meeting Maker Calendar, perform these tasks:

- ◆ Verify that your computer meets the installation requirements
- ◆ Connect the computer to your Meeting Maker network.
- ◆ Make sure that you have the following information ready so that you can sign in after you install.  
If your administrator has not filled in this information for you in the table below, you can print this page, fill in the table, and keep it for future reference.

<b>What You Need</b>	<b>Your Information</b>
Your Meeting Maker sign in name	
Your Meeting Maker password	
Network Protocol (TCP or SSL)	
Your Meeting Maker server name	
DNS names or IP addresses of all host machines running Meeting Maker servers in your environment	

You do not need this information to install Meeting Maker, but you need it to sign in for the first time. After the first time you sign in, you only need your sign in name and password. Your Meeting Maker administrator may have created a custom installer to pre-configure some of this information for you. If so, you may not need all of the above information.

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# Installing Meeting Maker Calendar

## How do I install Meeting Maker Calendar on Windows?

- 1 Double-click the file Meeting Maker Calendar installer for Windows. This file may be named `setup.exe`, `mm_870_win.exe`, or another name that your Administrator has given it: Ask your Meeting Maker administrator for the correct installer name. The Meeting Maker Setup dialog box appears.
- 2 Click **Next**. The Destination Location dialog box appears.
- 3 Select the desired location, and click **Next**.
- 4 If a previous version of Meeting Maker exists on your computer, the Local Data Options dialog box appears. Select from these options:  
**Move local Meeting Maker database** – Creates local data backup  
**Delete local Meeting Maker data** – Deletes local data  
**Do not move or delete Meeting Maker local data** – Overwrites local data with current Meeting Maker server data at sign in.
- 5 Select the readme and auto-launch settings, and click **Finish**.
- 6 Depending on the auto-launch settings, Meeting Maker Calendar may launch, or it may display the readme file or the *Getting Started Guide*.
- 7 Installation is complete.

## How do I install Meeting Maker Calendar on Macintosh?

- 1 Double-click the file Meeting Maker Calendar installer for Mac OS X. This file may be named `LaunchInstaller` or another name that your Administrator has given it: Ask your Meeting Maker administrator for the correct installer name. The Meeting Maker Setup dialog box appears.
- 2 Select the desired location, and click **Next**. The Choose Alias Folder window appears.

- 3** If a previous version of Meeting Maker exists on your computer, the Local Data Options dialog box appears. Select from these options:
  - Move local Meeting Maker database** – Creates local data backup
  - Delete local Meeting Maker data** – Deletes local data
  - Do not move or delete Meeting Maker local data** – Overwrites local data with current Meeting Maker server data at sign in.
- 4** Select the Calendar alias location, and click Install. Meeting Maker installs and creates the desired alias. The Install Complete window appears.
- 5** Select the desired readme and auto-launch settings, and click **Done**.
- 6** Select the readme and auto-launch settings, and click **Finish**.
- 7** Depending on the auto-launch settings, Meeting Maker may launch, create a desktop alias, display the readme file, or the Getting Started Guide.
- 8** Installation is complete.

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# After you Install Meeting Maker Calendar

## How do I start Meeting Maker Calendar?

You can launch Meeting Maker Calendar on Windows or Macintosh. You can also configure Meeting Maker to launch on startup. See "Launching Meeting Maker at Startup" below.

### *Launching Meeting Maker Calendar on Windows*

From the Windows Start menu, select **Programs > Meeting Maker > Meeting Maker**. The Welcome to Meeting Maker dialog box appears.

### *Launching at Startup on Windows*

To configure Meeting Maker to launch at startup create a Meeting Maker shortcut in the startup folder.

- 1 In the Meeting Maker installation folder, create a shortcut to Meeting Maker Calendar.
- 2 Drag the shortcut into the Start > Programs > Startup menu.

Meeting Maker will launch automatically when you start or restart your computer.

Tip: The Meeting Maker Calendar application is `mm.exe` and is located in:  
`C:\Program Files\meetingmaker\mm.exe`

### *Launching Meeting Maker Calendar on Mac OS X*

Double-click the Meeting Maker Calendar icon.

The Welcome to Meeting Maker dialog box appears.

Tip: If you did not create an alias during install, the default Meeting Maker icon is located in `\Applications\meetingmaker\Meeting Maker Calendar`.

### *Launching at Startup on Mac OS X*

To configure Meeting Maker to launch at startup add a Meeting Maker Calendar to your system preference login list.

- 1 Click the Login icon in the OS X System Preferences window. The Login window appears.

- 2 Click **Add**.  
The Open window appears.
- 3 Navigate Meeting Maker Calendar installation folder, and click Open.  
Meeting Maker Calendar appears in the Login Items list of the Login window.
- 4 Close the Login window.  
Meeting Maker will launch automatically when you start or restart your computer.

Tip: The Meeting Maker Calendar application is Meeting Maker Calendar and is located in:  
`\Applications\meetingmaker\Meeting Maker Calendar`

## How do I configure Meeting Maker Calendar?

After installation, you must establish communication between Meeting Maker Calendar and the Meeting Maker Calendar Server before you can sign in for the first time.

Get the following information from your Meeting Maker administrator:

- ◆ Network protocol to use (SSL or TCP)
- ◆ Meeting Maker server DNS name or IP address
- ◆ Meeting Maker server for sign in

### ❖ To configure Meeting Maker Calendar:

- 1 Launch Meeting Maker Calendar. The Welcome screen appears.
- 2 Click **Select**. The Select Server dialog box appears.
- 3 Select the network protocol (TCP or SSL) used by your Meeting Maker environment and click **Configure**. The Host List window appears.
- 4 Enter the server IP address or DNS name, and click **OK**. The server names appear in the Select Server pane of the Select Server dialog box.

Tip: To enable communication with multiple servers, enter each server IP address or DNS name, separated by a comma.

- 5 Highlight the Calendar Server, and click **Select**. Meeting Maker displays the selected Calendar Server in the Welcome to Meeting Maker window.
- 6 Configuration is complete. You can now sign in to Meeting Maker.

## How do I sign in to Meeting Maker Calendar?

Sign in to Meeting Maker after you configure Meeting Maker Calendar with the appropriate settings.

- 1 Launch Meeting Maker. The Welcome screen appears.
- 2 Type your sign in name and password (case sensitive). If you don't know your sign in name or password, see your Meeting Maker administrator.
- 3 Click **Sign In**.
- 4 You are ready to use Meeting Maker.

## How do I work offline?

At the Sign In window, you can click **Work Offline** rather than **Sign In** to use Meeting Maker with local data. Your Calendar application will not be connected to the Calendar Server to access any real-time functionality. The next time you sign into the Calendar Server, any changes you made will be transmitted to the Meeting Maker Calendar Server, including notifying guests of meeting proposals.

### Things to remember about working offline:

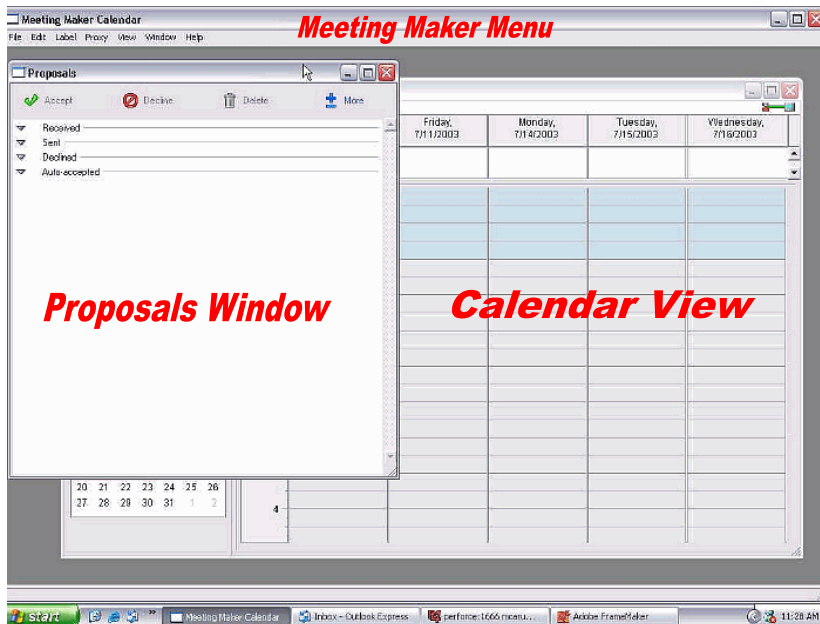
- ◆ Sign in to Meeting Maker server once before you can work offline.
- ◆ Your calendar is not connected to the Meeting Maker server.
- ◆ Real-time or networked functions are disabled, such as viewing busy time, or sending and receiving proposals.
- ◆ Changes you make while offline will be synchronized to the Calendar Server the next time you sign in.

# Working with Meeting Maker Calendar

Once you have installed and configured Meeting Maker, you can sign in and begin to work with your calendar. You can control the Meeting Maker calendar view, propose meetings, schedule activities or banners, and perform other tasks.

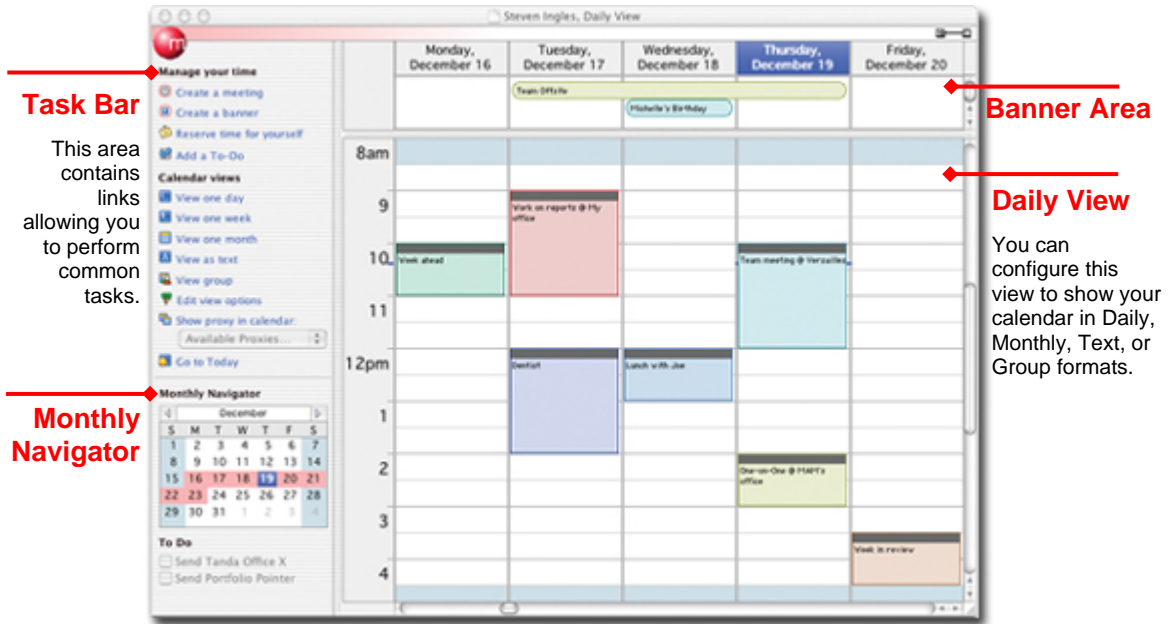
You can find advanced information in Meeting Maker's online help system.

When you sign in to Meeting Maker Calendar, the Main Window and the Proposals Window appear. The Main Window, Meeting Maker's primary work area, shows the Daily View with one week displayed by default.



## The Main Window

The Main Window contains two basic elements, the calendar view and the task bar.



### Task Bar

This area contains links allowing you to perform common tasks.

### Monthly Navigator

### Banner Area

### Daily View

You can configure this view to show your calendar in Daily, Monthly, Text, or Group formats.

The calendar view can display your calendar in a number of different ways, including:

- ◆ The Daily View with one week displayed
- ◆ The Daily View with one day displayed
- ◆ The Monthly View
- ◆ The Text View
- ◆ The Group View

## The Daily View

The day and date for each displayed day appear at the top of the Daily View. Just below is the banner area, where any banners you create appear.

The main portion of the Daily View displays activities you schedule, and meetings you schedule or accept. An hour ruler appears on the left side of the Daily View, and a blue bar appears on the current day to mark the time.

**Note:** For more information on banners, activities, or meetings, see “Beginning Work with Meeting Maker,” below, or the Meeting Maker online help system.

The Meeting Maker Daily View first appears displaying its default setting, a five-day work week.

## The Task Bar

The task bar appears at the left side of your Main Window. It contains links allowing you to create meetings, activities, or banners, change your calendar view, and perform other common tasks.

## How do I propose a meeting?

Meeting Maker Calendar allows you to propose a meeting in any of a number of ways. Three of the most common are:

- ◆ Click Create Activity/Meeting on the Task Bar
- ◆ Select New Activity/Meeting from the File menu
- ◆ Drag in your Daily View to create an activity, then click Invite Guests to turn the activity into a meeting

### ❖ To propose a meeting from the Task Bar:

- 1 In the Task Bar, click Create Activity/Meeting. The Activity window opens.
- 2 Enter a title for the meeting, and an agenda if desired.
- 3 Click the Guests tab. The Guests tab opens. The busy time grid displays the meeting as a blue rectangle.
- 4 Click Edit List to add guests. The Add Guests to Meeting dialog box appears.

**Tip:** The left pane displays available users, resources, locations, groups, and contacts. The right pane displays current meeting guests. A dropdown menu above the left pane allows you to filter the available guest list for quicker guest selection.

**5** In the left pane, select the guests you want to invite to the meeting. The guests appear highlighted.

Tip: You can invite resources and locations as well as human guests, booking them for the meeting. You can select multiple guests at once using system standard multi-select methods.

**6** Click Required, Optional, CC, or BCC, depending on the desired guest type. The guests appear in the right pane with icons indicating guest type and availability.

Tip: You can click Get Info to view information about a guest, or Search to find a guest.

**7** When you are done adding guests, click OK. The Add Guests to Meeting dialog box closes. The guests you added appear in the busy time grid.
































Tip: Each guest's row in the busy time grid displays the guest's busy time in red, free work hours in white, and time outside work hours in blue. The Required row shows the combined free and busy time of all required guests.

**8** If desired, drag or resize the blue meeting rectangle in the busy time grid to a time when all your guests are free.

**9** Click Create Meeting. Meeting Maker sends the meeting invitation to your guests and places the meeting in your calendar.

Note: If any of your required guests are not free at the time of the meeting, a message appears informing you and asking if you want to continue. If a requested resource or location is not available at the time of the meeting, Meeting Maker may not allow you to send the meeting until you reschedule the meeting or remove the resource or location from the guest list.

## What do the meeting symbols mean?

 Required Guest - Available	 Required Guest - Unavailable
 Optional Guest - Available	 Optional Guest - Unavailable
 Required Resource - Available	 CC Guest
 Optional Resource - Available	 BCC Guest
 Guest, location, or resource's availability unknown	 Group
 Required Location - Available	 Required Location - Unavailable
 Optional Location - Available	 Optional Location - Unavailable
 At least one required guest has declined your proposal	 Proposal is outside guest's work hours
 New incoming proposal	 All required guests have accepted your proposal
 Rescheduled meeting / proposal	 Changed meeting/ proposal
 Meeting / proposal cancelled	 No guests have responded to the proposal
 Accepted meeting / to do	 Declined meeting / to do
 Flexible event	 Inflexible event
 Private activity / banner	 Recurring event
 Agenda included	 Meeting / to do guest
 Guest comment included	

## How do I create a banner?

You can create banners to mark single or multi-day events in your calendar that have no associated time. You can use banners to mark vacation time, travel time, project schedules, birthdays, and other important dates or periods.

You can create a banner in any one of three ways:

- ◆ Click and drag in the banner area of the Daily View
- ◆ Click Create Banner in the Task Bar
- ◆ Select New Banner from the File menu

The simplest way to create a banner is to drag in the banner area at the top of your Daily View.

### ❖ To create a banner:

- 1 In the Daily View, drag in the banner area on the desired banner start date. A shaded rectangle appears.
- 2 Drag the rectangle until it spans the days you want to mark with your banner. The banner appears in the banner area with a blinking cursor.
- 3 Type a title for the banner and press Enter (Return on a Macintosh). The banner appears with the title you entered.

## How do I access Meeting Maker Calendar online help?

You can access the Meeting Maker Calendar online help system for further and more in-depth information on using Meeting Maker.

### ❖ To access Meeting Maker online help:

From the Help menu, select Contents.

Meeting Maker displays the Calendar online help.

## What keyboard shortcuts are used in Meeting Maker?

<b>File Menu</b>	<b>Windows</b>	<b>Macintosh</b>
New Main Window	Ctrl+Shift+N	Cmd+Shift+N
New Activity/Meeting	Ctrl+N	Cmd+N
New Banner	Ctrl+B	Cmd+B
Close Main Window	Ctrl+W	Cmd+W
Print Schedule	Ctrl+P	Cmd+P
Print Events	Ctrl+Shift+P	Cmd+Shift+P
Sign Out	Ctrl+L	Cmd+L
Exit	Ctrl+Q	Cmd+Q
<b>Edit Menu</b>	<b>Windows</b>	<b>Macintosh</b>
Accept Proposal	Ctrl+Shift+Y	Cmd+Shift+Y
Decline Proposal	Ctrl+Shift+X	Cmd+Shift+X
Cancel Event	Backspace	Delete
Preferences	Ctrl+Shift+F	Cmd+,
User Info	Ctrl+U	Cmd+U
Display Time Zone	Ctrl+Shift+Z	Cmd+Shift+Z
View Options	Ctrl+Shift+V	Cmd+Shift+V
<b>Proxy Menu</b>	<b>Windows</b>	<b>Macintosh</b>
Edit Favorite Proxies	Ctrl+Shift+L	Cmd+Shift+L
Share Calendar	Ctrl+R	Cmd+R
<b>View Menu</b>	<b>Windows</b>	<b>Macintosh</b>
One Day	Ctrl+Shift+D	Cmd+Shift+D
One Week	Ctrl+Shift+W	Cmd+Shift+W
Monthly	Ctrl+Shift+M	Cmd+Shift+M
Text	Ctrl+Shift+T	Cmd+Shift+T
Group View	Ctrl+Shift+G	Cmd+Shift+G
Go to Today	Ctrl+T	Cmd+T
<b>Window Menu</b>	<b>Windows</b>	<b>Macintosh</b>
Current Calendar View	Ctrl+1	Cmd+1
Proposals	Ctrl+2	Cmd+2
Reminders	Ctrl+3	Cmd+3
Address Book	Ctrl+4	Cmd+4
To Do List	Ctrl+5	Cmd+5

# Meeting Maker HTML Calendar

This chapter contains introductory information about Meeting Maker HTML Calendar. It also contains instructions on how to access more detailed information from the Meeting Maker HTML Calendar online help system.

## Overview

If your environment uses HTML Calendar, you can sign in to your Meeting Maker account from any web browser without installing any Meeting Maker software.

You can find advanced information in HTML Calendar's online help system.

## How do I access the Meeting Maker HTML Calendar?

You can use any web browser to access HTML Calendar.

If your environment uses HTML Calendar, your Meeting Maker administrator can provide you with the URL to access HTML Calendar. Entering the URL in your web browser displays the HTML Calendar sign in screen.

### ❖ To sign in to HTML Calendar:

- 1** Make sure you have the URL to access the Meeting Maker HTML Calendar. If you do not know the URL to access the Meeting Maker HTML Calendar, contact your Meeting Maker administrator.
- 2** Launch your Internet browser and enter the URL.  
The Welcome page appears.
- 3** In the Sign In window, enter your **Sign In Name** and **Password**. Remember that Meeting Maker passwords are case sensitive. If you do not have a Sign In Name or Password, contact your Meeting Maker administrator.
- 4** From the **Server** dropdown menu, select the server on which your account resides. If you do not know your server, contact your Meeting Maker administrator. If only one server appears in the menu, use that server.
- 5** Click **Sign In**.

- 6 Your web browser displays your Calendar.  
HTML Calendar displays your schedule in your home time zone, or Work Hour Time Zone. If you are traveling outside of your usual time zone, your schedule does not appear in local time, and your reminders do not come in at local time.
- 7 After signing in, you can begin working with HTML Calendar.

## Beginning Work with HTML Calendar

When you sign in, the HTML Calendar displays the main window, which consists of three elements:

- **The Task Bar**, at the left of the main window, which contains links allowing you to create meetings, banners, or activities, or to perform other advanced Meeting Maker tasks.
- **The Calendar View**, which displays your schedule, and can be viewed in a number of different ways. The Calendar View opens displaying the Daily View by default.
- **The Proposals Panel**, below the calendar view, which shows a list of proposed meetings received from other users, a list of meeting proposals you have sent to other users, and a list of proposals you have declined.

For more detail on these tasks, or for other instructions, see “Accessing HTML Calendar Online Help,” below.

## Accessing HTML Calendar Online Help

You can access the HTML Calendar online help system for further information on calendar procedures, calendar preferences, display controls, and other advanced tasks.

### ❖ To access HTML Calendar online help:

In the task bar, click the **Help** button.

Meeting Maker displays the HTML Calendar online help.

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# Uninstalling Meeting Maker Calendar

## How do I uninstall Meeting Maker Calendar?

Do not uninstall Meeting Maker Calendar by deleting files manually. The Admin, Server, and Calendar applications share files that may be removed when you uninstall. If the Admin, Server, or Calendar applications reside on the same machine and you uninstall one of the programs, the remaining programs will no longer work properly.

### *Uninstalling on Windows*

#### ❖ **To uninstall Meeting Maker Calendar on Windows:**

- 1** Close open Meeting Maker applications.  
Open applications may cause incomplete uninstall.
- 2** From the Windows Start menu, select Programs > Meeting Maker > Meeting Maker Uninstall.  
The Confirm Uninstall dialog box appears.
- 3** Click OK.  
Meeting Maker completes the Calendar uninstall, and the Maintenance Complete dialog box appears.
- 4** Click Finish.  
Uninstall is complete.

### *Uninstalling on Macintosh*

Do not uninstall Meeting Maker by deleting files manually.

#### ❖ **To uninstall Meeting Maker Calendar on Mac OS X:**

- 1** Close open Meeting Maker applications. Open applications may cause incomplete uninstall.
- 2** Double-click the **Uninstall Calendar** file.  
The default location is `\Applications\meetingmaker\Uninstall`  
The Uninstall window appears.

**3** Click **Next**.

The Uninstall Options window appears.

**4** Select the desired uninstall option and click **Next**.

Note: If you choose to uninstall specific features, you can uninstall the Calendar application, online help, exporters, or print layouts. After making your selections, click **Uninstall**.

**5** Click **Done**.

*File and Folders not removed during uninstall*

The files and folders that are not removed during uninstall contain important Meeting Maker data. Do not delete these files and folders if you plan to reinstall Meeting Maker on the same computer.

This table lists the folder and files that are not removed during uninstall.

Folder/File Name	Location
\$<user name> folder	C:\Program Files\meetingmaker\mmclnt32
mmusrprf.mdb	C:\Program Files\meetingmaker\mmclnt32
mmdata.mdb	C:\Program Files\meetingmaker\mmclnt32\<user name>
mmcond.ini	C:\Palm

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## December 2007

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