meetingmaker lets you maintain your calendar, prioritize a to-do list, arrange meetings, and coordinate your schedule with anyone on the network or over the Internet.

**Creating Meetings**

Select guests, schedule a time when everyone can attend, add a meeting agenda, and set reminder all in one place.

**From the File menu, select Propose Meeting.**

**Schedule Locations and Resources**

When scheduling a meeting, you can block time in a conference room, or reserve an overhead projector. Your meetingmaker administrator adds the resources and locations you can select.

**To schedule locations and resources, from the File menu, select Propose Meeting. On the Guests tab, double-click Locations or Resources.**

**View Another User’s Calendar**

View the details of another user’s calendar - called proxying a calendar. Other users must give you proxy rights to either view, or view and edit, their calendars.

**To proxy a user’s calendar, from the Proxy menu, select the name of the user whose calendar you want to view.**

**Edit Your Proxy List**

Grant proxy rights to users you’ll allow to view your calendar. Grant read-only rights to users you’ll allow only to view your calendar, and read-write rights to users you’ll allow to edit it.

**To proxy a user’s calendar, from the Proxy menu, select the name of the user whose calendar you want to view.**

**Set Meeting Reminders**

Specify when and how you want to be reminded of upcoming events: play sound, blink icon, bring the Proposal Window or the meetingmaker application to the front, or send email. To receive email reminders, you must specify email settings.

**To specify reminder settings, from the Edit menu, select Preferences, and click the Notification tab.**

**To specify email settings, click the General tab.**

**View a Master Schedule**

Use Master Schedule to see and select a meeting time when everyone in a meetingmaker group - including guests, locations, and resources - is available. Your meetingmaker administrator creates public meetingmaker groups; you can create your own personal groups.

**To specify reminder settings, from the Edit menu, select Preferences, and click the Notification tab.**

**To specify email settings, click the General tab.**

**Create a Personal Group**

Create groups of meetingmaker users. Send a group a meeting proposal or instant message.

**From the Edit menu, select QuickList, and click New Group.**

**Edit Your QuickList**

Add to your QuickList the names of users with whom you frequently schedule meetings. When creating meeting proposals, it’s convenient to select from this short list of frequent guests.

**From the Edit menu, select QuickList.**
**contact list**

**Create a Contact**
Enter a name and address, phone numbers, email address, and customized information for each Contact.

From the View menu, select Contact List.

**Send Email**
Send email to people in your Contact List, right from meetingmaker. Their Contact information must contain an email address.

In the Contact List window, click Mail.

**Create a Meeting**
Email meeting proposals to people in your Contact List. Their Contact information must contain an email address.

In the Contact List window, select the Contact you want to invite, and click Meet.

**to-do list**

**Create a To-Do List**
Create a list of To-Do items; include dates, priorities, categories and participants.

From the View menu, select To-Do List.

**instant messaging**

**Send an Instant Message**
Send an instant message to other users who are logged in to meetingmaker. When creating a new instant message, you can send the message only to users in your QuickList.

From the View menu, select Messages, choose the recipient, and type your message.

**Respond to an Instant Message**
Respond to incoming instant messages, even if the sender is not in your QuickList.

In the Messages window, click the message to which you want to respond, and type your response.

**Edit your QuickList**
Add to your QuickList the names of users to whom you want to send Instant Messages.

From the Edit menu, select QuickList.
customizing meetingmaker

**Change your Display Time Zone**
Display your meetingmaker calendar in a different time zone. Events on your calendar are shown in the time zone you select.

> From the Edit menu, select Display Time Zone.

**Change your Preferences**
Customize the meetingmaker display and features. Change your password, specify reminder settings, customize labels and the calendar display, set categories and priorities for Contacts and To-Dos.

> From the Edit menu, select Preferences.

**Change your User Information**
Edit the user information that other meetingmaker users see.

> From the Edit menu, select User Info.

**Split Overlapped Meetings**
Show overlapping meetings next to each other in the Daily Calendar.

> From the Edit menu, select Preferences, and click the Calendar tab.

**Sort your Proxy List**
Place the names of users you frequently proxy at the top of your Proxy List.

> On the Proxy menu, press and hold the Shift key, and click the proxy you want to appear at the top of the list.

**Select Black and White or Color Printing**
Choose whether to print your calendar in black and white or color.

> From the Edit menu, select Preferences, and click the General tab.

Palm OS handheld synchronization

**Synchronizing with a Palm device**
After installing and configuring the meetingmaker Palm conduits, you can synchronize your Palm OS device with your meetingmaker Calendar, Contact List, and To-Do List.

> Place the handheld device in its cradle and press the synchronize button.

**Changing Palm Conduit configuration**
Modify Palm Conduit options such as the time zone in which you want your schedule to appear, the range of days to synchronize, and where to store ID files.

> Open the HotSynch Manager, and select the Conduit you want to configure.
Daily Calendar
- Activity
- Confirmation
- Proposed meeting - all guests have confirmed
- Proposed meeting - at least one guest has declined
- Notes, comments, or an agenda is attached
- A meeting has comments that you have not read

Meeting Proposal
- Guest Availability:
  - Guest is available at the proposed time
  - Guest is busy at the proposed time
  - Guest availability unknown
  - Proposed time is outside of guest’s work hours
  - Guest has accepted your meeting proposal
  - Guest has declined your meeting proposal
  - Guest will decide later
- Guest Types:
  - Required guest
  - Optional guest
  - Carbon copied (cc) user
  - Blind carbon copied (bcc) user
  - External guest, has email in Contact List
  - External guest, does not have email in Contact List
  - Public, Private or Global Group
  - Location
  - Resources

To-Do List
- To-Do item you proposed or a personal To-Do item
- All required participants have accepted
- At least one required participant has declined
- A participant added comments
- A to-do request you received has changed
- Completed To-Do item

Monthly Calendar
- Banner symbol in the monthly view

Proposal Window
- Proposals You Created:
  - All required guests have accepted
  - At least one required guest has declined
  - Not all required guests have responded
- Proposals You’ve Received:
  - New meeting proposal or To-Do request
  - Rescheduled meeting
  - Changed meeting
  - Canceled meeting

Server Connection
- Connected to the server
- Disconnected from the server
- Working offline

Keyboard Shortcuts
- File Menu
  - New (Item in Window) Ctrl+N
  - Open (Selection) Ctrl+O
  - Print Setup Ctrl+P
  - Exit/Quit Ctrl+Q
- Edit Menu
  - Undo Ctrl+Z
  - Cut Ctrl+X
  - Copy Ctrl+C
  - Paste Ctrl+V
  - Select All Ctrl+A
  - Delete/Cancel (Selection) Ctrl+E
- Proxy Menu
  - Proxy (User #) Ctrl+(#)
- View Menu
  - Daily Calendar Ctrl+D
  - Monthly Calendar Ctrl+Y
  - Proposals Ctrl+R
  - ToDo List Ctrl+T
  - Messages Ctrl+S
  - To-Do List Ctrl+Q
  - Tile Daily Ctrl+I
  - Master Schedule Ctrl+H
- Other
  - Copy Activity/Meeting Ctrl+drag Opt+drag
  - Switch from Monthly to Daily Click date numeral
- Shortcuts
  - Open Calendar Navigator Click +
  - Return to Today Shift-click +
  - Go to day Ctrl+G