



## Meeting Maker Millennium v8.5.0 Frequently Asked Questions (FAQ)

### 1. What's new in Meeting Maker Millennium v8.5.0?

Meeting Maker Millennium is the next generation group calendaring software with an entirely new user interface and workflow model designed to improve organization-wide productivity.

New features in MMM v8.5.0 include:

- Integration with Microsoft® Outlook® (optional module). The Meeting Maker Connector for Outlook offers Meeting Maker and Outlook calendar users within an organization to collaborate by enabling them to schedule meetings in Outlook or Meeting Maker, whichever is preferred
- Multi-server (hubbed) environment support, which provides collaborative scheduling capabilities to tens of thousands of users within an organization. It also offers the flexibility for different departments within the same organization to be administered separately
- Linux and Solaris Server support including command line MMRx and upgrade utilities.
- An improved web based installer for the HTML client. This also now supports Apache Tomcat 4 and 5.
- Improved security. Meeting Maker Millennium servers now use the operating system's SSL libraries. Meeting Maker clients now default to SSL.
- Other optional modules now available:
  - LDAP Integration – an improved LDAP Gateway provides more efficient and secure account integration with your LDAP directory.
  - Administrative API/CLI – manage Millennium v8.5.0 via the CLI (command line interface) or API (application programming interface) to automate common administrative tasks.
  - Intellisync for Meeting Maker – sync Millennium v8.5.0 with Pocket PC, Win CE, and Blackberry devices.

Other enhancements include:

- HTTP and FTP links are enabled in native client agendas.
- Printing and To Do functionality in the Millennium native client enhancements.
- The native client will retain all window positions between sessions. This includes task bar positioning and Group View user lists.
- Type ahead has returned to the Time Zone dialog box.
- There are red indicators at the top and bottom of daily view if events fall outside the viewing area.
- Banner titles now scroll within a long multi-day banner in the daily view.
- The “Email guests” option is available for event recipients.
- Proxy rights can now be granted from one user to many as well as adding multiple proxies to a user in the Admin client.
- Group creation and deletion is now available in the HTML client.



## **2. What was new in Meeting Maker Millennium v8.0?**

The initial Millennium v8.0 release included the following:

- A more modern UI and workflow for calendar and administrative users.
- A Task Bar that contains links to commonly used functions.
- A Calendar Navigator that quickly and easily lets you select a date to view.
- A Text View that allows you to view your events in a text only format.
- A Side-by-Side proxy view that allows you to put multiple proxies together in your daily view
- An integrated Group View that is an enhanced version of the previous Master Schedule feature.
- Direct creation of events with titles without having to open a dialog.
- Recurring banners.
- Pencil-in functionality where proposals can be viewed and accepted or declined in your daily view.
- An HTML based web client.

## **3. Is the Arrival Web Services Toolkit included in Meeting Maker Millennium v8.5.0?**

Arrival is a separate product offering from Meeting Maker, Inc. that can be used as a Web publishing, portal integration, or application integration tool for Meeting Maker Millennium customers. Arrival v2.0 has been developed at the same time as Millennium v8.5.0 and provides the foundation for the Outlook Connector and HTML Calendar found in the Millennium product. A formal release of Arrival v2.0 will follow the release of Millennium Enterprise. If you are interested in Arrival and the Arrival beta program, please send a request to [products@meetingmaker.com](mailto:products@meetingmaker.com).

## **4. Why is it named Millennium?**

Meeting Maker, Inc named this new version of the Meeting Maker calendar software Millennium because it has an entirely new user interface and workflow model designed to improve organization-wide productivity.

## **5. I'm interested in the Meeting Maker Connector for Outlook. How can I learn more about it?**

A fact sheet is available for download at:

[ftp://ftp.meetingmaker.com/support/mm/v850/docs/MMCO\\_Fact\\_Sheet.pdf](ftp://ftp.meetingmaker.com/support/mm/v850/docs/MMCO_Fact_Sheet.pdf).

To request additional information on the Meeting Maker Connector for Outlook module, please contact your Meeting Maker account representative or send a request to [mmsales@meetingmaker.com](mailto:mmsales@meetingmaker.com).

## **6. Does MMCO work with Microsoft Exchange?**

No. MMCO is intended to be used with an Outlook client that does not utilize Exchange for email or calendaring. It does not support Outlook clients that utilize an Exchange server. MMCO can be used with an Outlook client that uses an IMAP, POP3 or other SMTP based email system.



**7. What does Millennium look like? I'd like to see screen shots and try out the product.**

To view sample screen shots, go through the Walkthrough at the Meeting Maker Web site:

<http://www.meetingmaker.com/solutions/meetingmaker/walkthrough.cfm>.

**8. Is there a charge for the upgrade?**

Meeting Maker Millennium v8.5.0 is free to all customers with a valid Maintenance agreement for the main product or modules.

**9. Which versions of Meeting Maker can I upgrade to Millennium v8.5.0?**

You can upgrade Meeting Maker version 7.1, 7.3, 7.5 and Millennium v8.0 to Millennium v8.5.0. To upgrade earlier versions, please contact our Technical Support department via the Support Center at <http://www.meetingmaker.com/support/default.cfm>.

**10. Can I upgrade my Meeting Maker client to Millennium v8.5.0 without having to upgrade the Meeting Maker Server to Millennium Enterprise as well?**

No, the Meeting Maker Millennium v8.5.0 client is not backward compatible with earlier versions of the Meeting Maker server. You must upgrade client and server together. However, many users find the HTML client meets their needs and it requires no client software. The HTML client has a similar look-and-feel to the native client and much of the functionality of the native client.

**11. Can I use the same registration codes on Millennium v8.5.0 that I am using on my 7.x or 8.0 server?**

No, you will need new registration codes. Maintenance customers can order Millennium Enterprise reg. codes via the Web submission form in the Support Center. Choose the Software/Documentation -> Product Reg Codes menu option. Validation of these codes is now automated through a Web-based process in Meeting Maker Millennium.

**12. I'm ready to upgrade and I have my new registration codes. How do I access the new Meeting Maker Millennium v8.5.0 software?**

To access the Meeting Maker Millennium Enterprise software, please visit the Support site at <http://www.meetingmaker.com/support/default.cfm>. Software and full documentation is available under the Software/Documentation menu.

**13. I just set up a Meeting Maker Millennium v8.5.0 server and it tells me that my registration is invalid.**

The Meeting Maker registration codes are different for different versions. If you have upgraded, check to see if you are using the old registration codes. If you are upgrading and did not get new registration codes you can register to get them on our Support Center by choosing the Software/Documentation -> Product Reg Codes menu selection.



#### **14. How can I communicate with other Meeting Maker customers?**

The Meeting Maker Web based Support Center now has forums. There is a special forum just for Meeting Maker Millennium. Here you can read comments from other Meeting Maker customers or post your own messages to the Meeting Maker community. The MM Millennium forum is moderated by Meeting Maker Support and is open to all Meeting Maker customers.

#### **15. What is MMRx and when should I run MMRx on my Meeting Maker database (s)?**

MMRx is a utility that, when run, will check the integrity of the Meeting Maker database. It will then fix and problems it identifies. We always recommend running MMRx, before and after an upgrade, or when users experience odd behavior while accessing or scheduling when logged into the MM server.

#### **16. Does Meeting Maker Millennium v8.5.0 have a Linux client?**

Meeting Maker Millennium Enterprise does not include a Linux client. You can use the HTML calendar as an alternative.

#### **17. How can I access my calendar when I'm on the road or at home?**

If you have the Meeting Maker Millennium Enterprise HTML calendar running on a Web server you may access Meeting Maker using a Web browser from anywhere. If your MM server uses TCP (or SSL) you can get a TCP connection from any Internet service provider (such as Earthlink) and use the standard Meeting Maker client to work with your calendar. If the MM server is behind a firewall, or you are using a VPN, your employer's networking group can configure your MM server so that you can use it.

#### **18. How can I get my Meeting Maker client to display in 24-hour time (such as 13:00)?**

Meeting Maker native clients use the same time format set by the Operating System. Change the OS time format to see a different format. The Meeting Maker HTML Calendar has a separate set of preferences for date and time format. You can access them under the General tab from the Change Preferences link on the HTML Calendar task bar.

#### **19. Where is my Contact List?**

The Contact list is called the Address Book in Meeting Maker Millennium v8.5.0. We changed the name to comply with industry naming conventions. It can be found under the Window menu.

#### **20. Can I print my Address Book?**

You can now select names you want printed and choose the Print button. If you wish to print out the entire list, select all entries and hit the Print button on the Address book window.

#### **21. Why won't Meeting Maker Millennium v8.5.0 let me have more than 50 proxies?**

You just need to change the limit using the Admin client. You will need to go into the Admin, click on settings, go to server limits and change the proxy limit per user. The default is 50.



**22. Can I change the screen colors in Meeting Maker?**

Yes, you can change the screen colors in Meeting Maker Millennium Enterprise from the Colors tab under Preferences in the Edit menu.

**23. Can I invite people to a meeting who aren't on my Meeting Maker network?**

Yes, put the people you want to invite into your address book with their e-mail addresses. If you have configured Meeting Maker with the name of your e-mail server, e-mail will be sent to those guests when they are invited. They will receive an iCalendar attachment which they can drag and drop onto their calendar. See the user's guide for more information.

**24. Meetings show up on my calendar with "Accept" and "Decline" on them, why?**

That is a "Penciled In" feature in Millennium Enterprise. You don't have to go to your proposal box to accept a meeting anymore – you can simply click on "Accept" on your calendar. If you wish to turn this feature off, deselect "Pencil In to calendar" in the Notification tab under Preferences.

**25. What are the requirements for the HTML calendar?**

The HTML Calendar servlet runs under Apache Tomcat. You must install and configure Apache Tomcat before installing the HTML calendar. Millennium v8.5.0 supports Apache Tomcat 4.1.30, 5.0 and 5.5.4. Tested Browsers are IE, Netscape, Safari and Firefox.

**26. My HTML Calendar will not display in French or German. Why?**

You must set your browser language to French or German to display the HTML Calendar in that language. **NOTE:** HTML Calendar on-line help will appear in French or German only if the machine operating system is French or German. Otherwise on-line help in English will be displayed.

**27. Can I use Meeting Maker Millennium v8.5.0 with my Palm OS device?**

Yes, the Meeting Maker Millennium v8.5.0 client installer will detect the Palm desktop software and query the user as to which Palm conduits to install. Once the Palm conduits are installed, Palm hot sync will transfer data between Meeting Maker and the Palm.

**28. Can I use Meeting Maker Millennium Enterprise with my Win CE / Pocket PC device?**

Yes, sync support for Win CE, Pocket PC, and Blackberry is available through the Intellisync for Meeting Maker module.

**29. Can I use Meeting Maker with my Blackberry / RIM?**

Yes, sync support for Win CE, Pocket PC, and Blackberry is available through the Intellisync for Meeting Maker module.

**30. Can I use a combination of the Palm desktop and Meeting Maker conduits at the same time?**

Yes, you certainly can use a combination of our Meeting Maker conduits and third party conduits. A key point to remember is that users can only utilize one conduit per Palm

application. You can only sync your Date book with your Palm device using either the Meeting Maker Date book conduit or a third party conduit of choice. Regardless of the conduit choice, users will only have the one Date book conduit installed and active on their workstation. Any other Date book conduit installed will be disabled during the install of the Meeting Maker conduits.

**31. Do you need to select the Time Zone in the MM Date conduit configuration in Meeting Maker Millennium v8.5.0 even when you are only synchronizing the To-Do list or the Address book to the Palm?**

Yes, you have to select the Time Zone in the MM Date conduit configuration in Meeting Maker Millennium even when you only synchronize the Address book and the To-Do List.

**32. Which components in the Meeting Maker 7.x family are not included in Meeting Maker Millennium v8.5.0?**

- **Calendar Converter**

A Millennium version of the Calendar Converter application that allows you to import event and contact information into Meeting Maker is not yet finished. It will be made available later on in 2005.

- **Web Calendar**

The Web Calendar in prior versions of Meeting Maker was used for creating a “public” calendar for people, rooms, or events. Customers can create similar functionality using Arrival (Web Services). Alternatively, Meeting Maker, Inc.’s Web Event View product offers event calendar functionality. If you would like more information, please send a request to [mmsales@meetingmaker.com](mailto:mmsales@meetingmaker.com).

- **Publish as Web Page**

This feature has been replaced with an on-demand “Export as HTML” function in the Meeting Maker native client. The automated option for the client to publish this information has been removed in v8.5.0 but may be added back later in 2005.

**33. What is no longer supported in Meeting Maker Millennium Enterprise?**

- **Instant Messaging (IM)**

Meeting Maker has discontinued support for Instant Messaging. Numerous other companies offer IM including Yahoo!, AOL, and MSN. The following site provides a long list of IM products: <http://products.instantmessagingplanet.com/imp/ss/recent1.html>.

You can choose one of the fee-based secure services for the enterprise, or you can set up a server in-house. There are commercial and open source (free) versions such as <http://www.jabber.org>. This is the leader for IM. It's free, open sourced, and provides all the required enterprise functionality. There are many other clients that support it. Jabber's protocols are the IETF standard for IM.



- **Java Client**

Meeting Maker replaced the Java Client with the new HTML Calendar. The HTML Calendar is lighter weight, has an enhanced look and feel, runs in a wider variety of browsers, and no longer requires Java.

- **OS 9 support**

Meeting Maker has discontinued support for Mac OS 9.x. We offer full support for the Mac OS X platform. You can use the HTML Calendar as an alternative.

- **Solaris client**

Meeting Maker has discontinued support for the Solaris client. The new HTML Calendar replaces the old Solaris client. The HTML Calendar is lightweight, has an enhanced look and feel, and runs in a wider variety of browsers.

### **34. I would like more Meeting Maker information. What can I do?**

Please visit our support site at <http://connect.meetingmaker.com> to download additional documentation and browse our technical support knowledge base.

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