Meeting Maker functions in LC*calendar*

Software: Meeting Maker/LC*calendar* **Platform:** Mac/PC

Overview

For the past decade, Lewis & Clark College IT has supported the Meeting Maker calendar from People Cube. With the transition to Google Apps for Education, which we're calling LCapps, we are moving from Meeting Maker to the Google calendar, referred to as LCcalendar. This helpsheet seeks to make the transition easier by offering a quick guide to where common Meeting Maker functions reside in LCcalendar.

Terminology

Meeting Maker	LCcalendar
Banner	All Day Event
To Do List	Task List
View As Text	Agenda View
Find	Search
Calendar Sharing	Calendar Sharing
Proxy	Shared Calendar
Read/Write	Make changes AND manage sharing or Make changes to events
Read Only	See all event details or See only free/busy (hide details
Favorites	Show in list
Meetings	Meetings
Occurs	Repeat
Location	Where
Agenda	Description
Autopick (meeting time)	Find a time
Guests: Location or Resources	Rooms, etc.
Flexible	Available
Create Meeting	Save
Delete Meeting	Discard
Invitees: Required, Optional, CC, BCC	Invitees: Required, Optional
Settings	Settings
Reminders: Icon blink, reminder window, sound, meeting maker window to front, email notification	Reminders: Email, Pop-up, SMS
Password: not automatically associated with email	Password: synched with email
Labels	Event Color or other calendar



