

After IT upgrades the Meeting Maker server on Monday evening, September 22nd, you will need to upgrade your Meeting Maker client in order to access your calendar. When you open Meeting Maker after the server upgrade, you will be informed that your current client is incompatible with the server but an upgrade is available and ask if you wish to install it. Clicking Yes will begin the process to do so.

However, this process can take 30 minutes or longer. So, as a second option, you can manually download and install the new client.

Please completely read the instructions before beginning the installation process.

If you have questions or need assistance, please call the Information Technology Help Desk at x7225.

[Windows Instructions](#)  
[Macintosh Instructions](#)  
[\*\*Meeting Maker Configuration Instructions\*\*](#)

#### Windows

[Click here to begin the Windows installation.](#) You will be asked for your login and password-- use your L&C e-mail login and password. The installer will automatically download and begin to install. You will receive both a File Download Security Warning and an Internet Explorer Security Warning. In both instances, click **Run**.

After it has downloaded the Meeting Maker installer will launch automatically. In the first installer window, click the **Next** button. When asked about the Destination Location, leave it set to the default folder and simply click **Next**. In the end, uncheck the box to display the Readme file and the Getting Started Guide then click the **Finish** button and your Meeting Maker 8.7 installation is complete. Launch Meeting Maker and login as normal.

If, when logging in, you receive the error message that the Network is not configured properly, follow the [Meeting Maker configuration instructions](#) below.

#### Macintosh

[Click here in order to manually install the upgrade on the Macintosh.](#) You will need to use your L&C login and password to log in. Choose to open it with Stuffit Expander. This will create a new folder on your computer called 871\_osx\_universal.

In this folder, locate the item called **Install**. Double click on this item to launch the installer application. You may be warned that Install is an application downloaded from the Internet and ask if you wish to continue. Click **OK**.

In the Meeting Maker installer window, you will be asked for the Administrator Password for your computer in order to install the software. Click on the **lock** in the lower left corner to allow changes. Use your normal L&C login name and password. Click on **Next** in the following window. If a warning window appears click on **OK**. If asked about Backup Data, choose "**Copy Meeting Maker Data**" and click **Next**.

In the next window choose where you want an alias to open Meeting Maker (desktop/dock/or none) and then click **Install**.

When the install process is done, you can click the **Done** button and the new version of Meeting Maker will open and you can connect as usual.

### How To Configure Meeting Maker 8.7 Calendar

If "LC" does not appear after Server in the login window, you may need to follow the steps below to re-establish a connection with Meeting Maker server.

1. Open the Meeting Maker application from the shortcut created on your desktop, dock, or quick launch toolbar.
2. In the Welcome to Meeting Maker dialog box, click the **Select...** button.
3. Check to make sure your Protocol is set to **TCP**.
4. Look in the Select Server dialog box. If you see a server called LC listed, click the **LC** server and then click the **Select** button. Skip to Step 8.
5. If you do not see a server named LC in the Select Server dialog box, click the **Configure...** button.
6. In the Host List dialog box, type **mmaker.lclark.edu**, click **OK** to save the changes and return to the Select Server dialog box.
7. You will now see the server, LC, appear in the Select Server dialog box, click on it once so it is highlighted and then click **Select** to save the changes.
8. Log in as usual with your meeting maker name and password.