

Recreating Meeting Maker events in LCcalendar

Software: LCcalendar

Platform: Mac/PC

To recreate your future events in LCcalendar, you will need to go through your Meeting Maker calendar and distinguish which meetings you own. Only meetings you own will need to be recreated. You will be reinvited to all remaining meetings on your calendar that are owned by other people on campus. Below are step-by-step instructions on how to recreate these events in LC Calendar.

1. Launch Meeting Maker and review the meetings you have on 5/21/2012 and after. Any meeting that does not have a **From:** field will need to be recreated (see Figure 1). If you are unsure if the meeting is owned by you or someone else, open it by double-clicking and read the full title of the meeting.

Note: We recommend that you view your Meeting Maker calendar and your LCcalendar side-by-side to make this process easier.

Figure 1

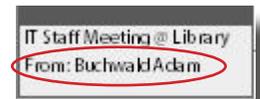


Figure 2

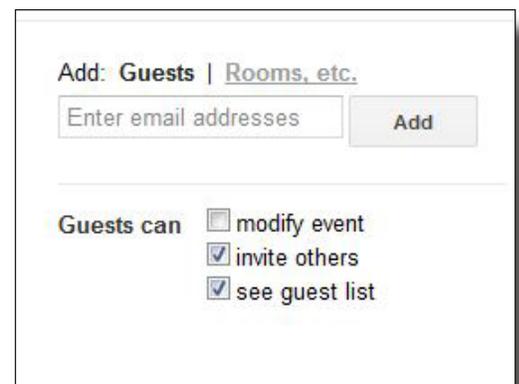


2. To recreate the meetings you own in LCcalendar, open the Meeting Maker meeting and refer to the event details. Click **Create** in LCcalendar to recreate the meeting (see Figure 2). If the meeting is a banner event in Meeting Maker, make it an all day event in LCcalendar by checking the box, **All day**. If the meeting repeats in Meeting Maker, check the **Repeat** box in LCcalendar and alter these settings.

3. Refer back to your Meeting Maker event and see who you invited to your meeting by clicking on the **Guests** tab.

4. Reinvite these guests in LCcalendar by adding their Lewis & Clark e-mail addresses in the **Add: Guests** field on the right side of the event details screen. If you have a specific room reserved in Meeting Maker (NOT in EMS) check and see if it has been created as a resource under **Rooms, etc** (see Figure 3).

Figure 3



5. Save your event by clicking **Save** at the top of the event details page.
6. A dialog box will appear asking if you want to send an invitation to your guests. This will send an email to your guest list inviting them to your event. Decide whether you want to **Send** or **Don't Send**.
7. That's it! Your event has been recreated and your guests have been reinvited to your meeting. Follow the instructions above for each event that you own in Meeting Maker.