

Meeting Maker Web Calendar

Your Calendar, From Anywhere

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Since it was first introduced at the University, the Meeting Maker collaborative calendar and scheduling software has become a widely used software application offered by NYU to its employees. Using Meeting Maker, NYU faculty, administrators, and staff are able to share their schedule and plan meetings with others within their departments and across the University. In August of 2007, Information Technology Services (ITS) released a new version of Meeting Maker that boasted many new features and improvements. One of these features topped the list of improvements most desired by those NYU community members using Meeting Maker: a web-accessible Meeting Maker interface.

Previously, you had to install the Meeting Maker software on any computer from which you might want to

access your calendar. This meant that after installing the software on your office computer, you might also have to download and install it on the laptop you use while traveling, or on a home computer you might use to check your schedule while away from your office. Although the centralized storage of your information meant that your information would always be synchronized across the many computers you use, it still required that you download and install the software on each machine.

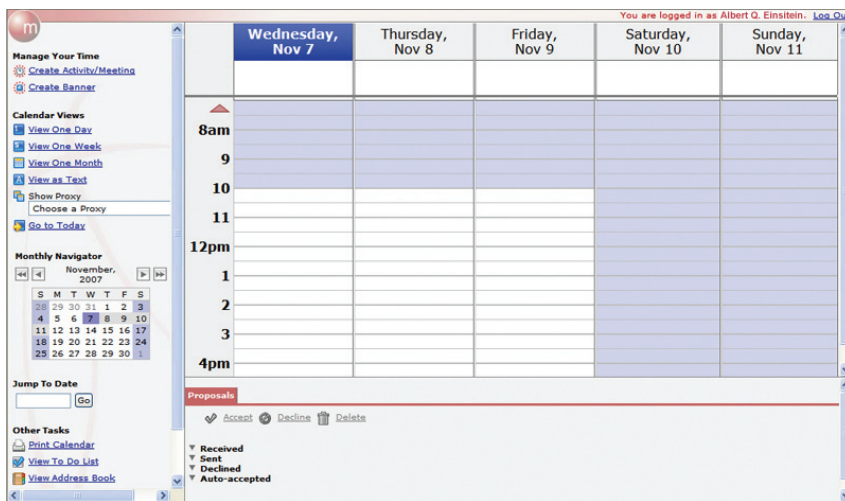
Now, to access your Meeting Maker information, all you need is a computer with an Internet connection. The Meeting Maker web calendar offers most of the same functionality of the Meeting Maker client, but without the need to install software. Your meetings and schedule — as well as those of your

fellow employees — are now easily accessible from nearly anywhere in the world via the new web interface.

If you already use Meeting Maker, you can use the web calendar by visiting <http://webcal.nyu.edu> and logging in using your NYU NetID and password. The web calendar is also accessible via the Meeting Maker channel within the Work tab on NYUHome. All changes and additions to your calendar are synchronized, whether they are made from an installed Meeting Maker client or the web calendar. While the web calendar does not include every administrative function offered by Meeting Maker — to get the full palette, you still need to download and install the client software — it does include the vast majority of options that most employees need.

Meeting Maker is available to all full-time NYU faculty, staff, and administrators. The web calendar is just one of many service enhancements introduced by the recent upgrade. For more information on Meeting Maker and the web calendar, visit <http://www.nyu.edu/its/meetings/>. You can also access a link to the web calendar from that page. If you or your department are interested in using Meeting Maker, please send email to meetingmaker.request@nyu.edu.

Keith Allison is a technical writer and editor with ITS Client Services' Publications & Communications group.



You may now access your Meeting Maker calendar from any Internet-connected computer via a web interface.