

Master Calendar

The MeetingMaker calendar will be maintained by the Office of University Relations, with technical assistance from Information Technology Services, and will be available to all MeetingMaker users. The campus community is urged to submit all events, meetings, and deadlines of campuswide interest to the master calendar through the following process:

1. Open your own MeetingMaker calendar.
2. To submit an item you will propose it as if it were a meeting. Choose Propose Meeting from the file menu. Fill in the event in the Title box. Fill in the location giving the building and room number.
3. Click on Guests and choose All Users, then scroll down and choose Master Calendar (alphabetized by the name Calendar). Double click on Master Calendar to place it on the guest list in the right column.
4. Click on Schedule and fill in the date, time and duration.
5. Under Agenda, give a full description of the event, meeting, etc. (At this time the Option feature is not used.) Include a phone number for more information.
6. Send the proposal.

When the Master Calendar administrator determines that all the necessary information has been included, the proposal is accepted and goes on the Master Calendar and on your calendar at the same time. If for some reason there is a problem with what has been submitted, the administrator will return the proposal with comments. You will see that the comments box is underlined, and this is where you will find what is being questioned about your proposal. When this is corrected, you may resubmit your proposal. It is your responsibility to check for accuracy of your submission. For those without MeetingMaker, you may give your message to your department administrative assistant to send to the Master Calendar. Technical questions about the process should be directed to the Help Desk at 278-5000.

Office of University Relations