

## Keyboard Shortcuts

	<i>Windows</i>	<i>Macintosh</i>
<b>File Menu</b>		
New Main Window	Ctrl+Shift+N	Cmd+Shift+N
New Activity/Meeting	Ctrl+N	Cmd+N
New Banner	Ctrl+B	Cmd+B
Close Main Window	Ctrl+W	Cmd+W
Print Schedule	Ctrl+P	Cmd+P
Print Events	Ctrl+Shift+P	Cmd+Shift+P
Sign Out	Ctrl+L	Cmd+L
Exit	Ctrl+Q	Cmd+Q
<b>Edit Menu</b>		
Accept Proposal	Ctrl+Shift+Y	Cmd+Shift+Y
Decline Proposal	Ctrl+Shift+X	Cmd+Shift+X
Cancel Event	Ctrl+D	Cmd+D
Preferences	Ctrl+Shift+F	Cmd+,
User Info	Ctrl+U	Cmd+U
Display Time Zone	Ctrl+Shift+Z	Cmd+Shift+Z
View Options	Ctrl+Shift+V	Cmd+Shift+V
<b>Proxy Menu</b>		
Edit Favorite Proxies	Ctrl+Shift+L	Cmd+Shift+L
Share Calendar	Ctrl+R	Cmd+R
<b>View Menu</b>		
One Day	Ctrl+Shift+D	Cmd+Shift+D
One Week	Ctrl+Shift+W	Cmd+Shift+W
Monthly	Ctrl+Shift+M	Cmd+Shift+M
Text	Ctrl+Shift+T	Cmd+Shift+T
Group View	Ctrl+Shift+G	Cmd+Shift+G
Go to Today	Ctrl+T	Cmd+T
<b>Window Menu</b>		
Current Calendar View	Ctrl+1	Cmd+1
Proposals	Ctrl+2	Cmd+2
Reminders	Ctrl+3	Cmd+3
Address Book	Ctrl+4	Cmd+4
To Do List	Ctrl+5	Cmd+5

## Meeting Maker Support

Online: [www.meetingmaker.com/support](http://www.meetingmaker.com/support)  
 Telephone: 800-282-7319 Ext. 1

## Quick Reference Guide



### Meeting Maker Symbols

	Required Guest - Available		Required Guest - Unavailable
	Optional Guest - Available		Optional Guest - Unavailable
	Required Resource - Available		CC Guest
	Optional Resource - Available		BCC Guest
	Required Location - Available		Group
	Optional Location - Available		Guest, location, or resource's availability unknown
	At least one required guest has declined your proposal		Proposal is outside guest's work hours
	New incoming proposal		All required guests have accepted your proposal
	Rescheduled meeting / proposal		Changed meeting/ proposal
	Meeting / proposal cancelled		No guests have responded to the proposal

### Mini-icons

	Accepted meeting / to do		Declined meeting / to do
	Flexible event		Inflexible event
	Private activity / banner		Recurring event
	Agenda included		Meeting / to do guest
	Guest comment included		

## Creating Events

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### *Create a Meeting or Activity*

- Click **Create Activity/Meeting** in the task bar
- or,
- Click and drag in the desired day/time area of your Daily View
- or,
- From the File Menu, select **New Activity/Meeting**

### *Create a Banner*

- Click **Create Banner** in the task bar
- or,
- Click and drag in the desired day's banner area of your Daily View
- or,
- From the File Menu, select **New Banner**

### *Schedule Locations and Resources*

- Click **Create Activity/Meeting** in the task bar. Select the **Guests** tab of the Activity dialog box and click **Edit List**. Choose resources and locations from the list of available guests.

### *Set Default Meeting Reminders*

- From the Edit Menu, select Preferences and click the **Notification** tab in the Preferences dialog box.

### *Cancel a Meeting, Activity, or Banner*

- Select the meeting or activity in your Calendar View and press the **Delete** or **Backspace** key.

## To Do List

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### *Add a To Do Item*

- Click **Create To Do Item** in the task bar.

### *Invite To Do Participants*

- Click Create To Do Item in the task bar, and select the **Participants** tab in the To Do dialog box.

### *Print a To Do Item*

- In the To Do List window, select the desired To Do item or items and click **Print**.

## Sharing Your Calendar

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### *Overview*

You can view or edit other users' calendars when other users share their calendars with you, becoming your proxies. You can share your calendar with other users, making yourself their proxy. There are two types of proxy rights:

- Read Only - Users with read only access to a calendar can view that calendar, but not make changes.
- Read / Write - Users with read / write access to a calendar can work with that calendar as if it were their own.

### *View Your Proxies*

- From the Proxy Menu, select **Open [desired proxy]**  
or, if the proxy you are looking for does not appear in your Proxy menu,
- From the Proxy Menu, select **More Proxies**

### *Edit Your Proxy Menu*

- From the Proxy menu, select **Edit Favorite Proxies**.

### *Share Your Calendar*

- From the Proxy Menu, select **Share Calendar**.

## Groups and Favorites

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### *Overview*

Use Groups or Favorites to quickly invite multiple users to a meeting. Groups contain groups of multiple users, while Favorites are individual users whom you often invite to meetings. Your administrator may already have set Favorites or Groups. You can also edit or create your own Favorites or Groups.

### *Create Favorites*

- From the Edit Menu, select **Favorites**.

### *Create a Personal Group*

- From the Edit Menu, select Favorites. Click **New Group** in the Edit Favorites dialog box.

### *Invite Groups or Favorites*

- In the Guests tab of the Activity dialog box, click Edit List. Select **Groups** or **Favorites** from the guests pulldown menu.

## Group View

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### *Overview*

Use Group View to view the availability of a selected group of users. The Group View displays a combined view of the selected users' schedules in the Everyone row, allowing you to easily choose a time when all desired users are available. You can schedule a meeting from the Everyone row, automatically including all users in the Group View

### *Open Group View*

- Click **View Group** in the task bar.

### *Add Users to the Group View*

- In the Group View, click **Edit List**.

### *Create a Meeting from the Group View*

- Click and drag at the desired time in the Everyone row of the Group View.

## Address Book

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### *Create a Contact*

- From the Window Menu, select **Address Book**. In the Address Book window, click **New**.

### *Email a Contact*

- In the Address Book window, select the desired contact or contacts and click **Email**.

### *Send a Meeting Proposal from the Address Book*

- In the Address Book window, select the desired contact or contacts and click **Meet**.

### *Print a Contact*

- In the Address Book window, select the desired contact or contacts and click **Print**.

## Customizing Meeting Maker

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### *Change Your Preferences*

- From the Edit Menu, select **Preferences**.

### *Change Your User Info*

- From the Edit Menu, select **User Info**.

### *Change Your Display Time Zone*

- From the Edit Menu, select **Display Time Zone**.

### *Change Your View Options*

- Click **Edit View Options** in the task bar.