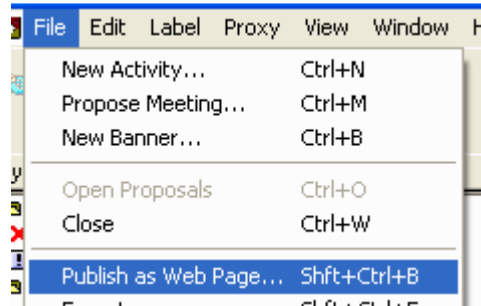
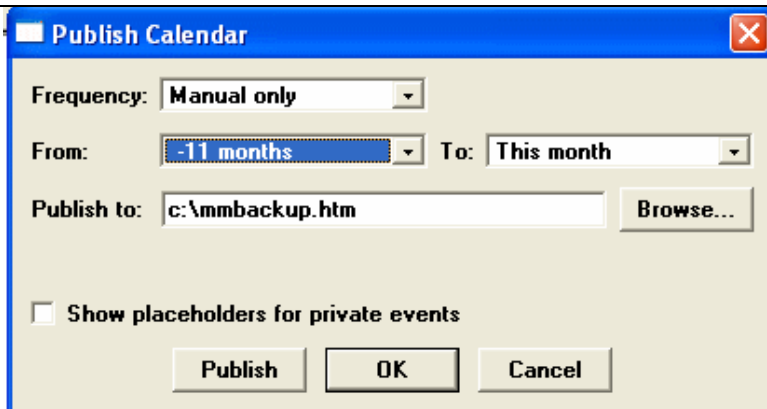


# Export Meeting Maker Calendar to Web Page

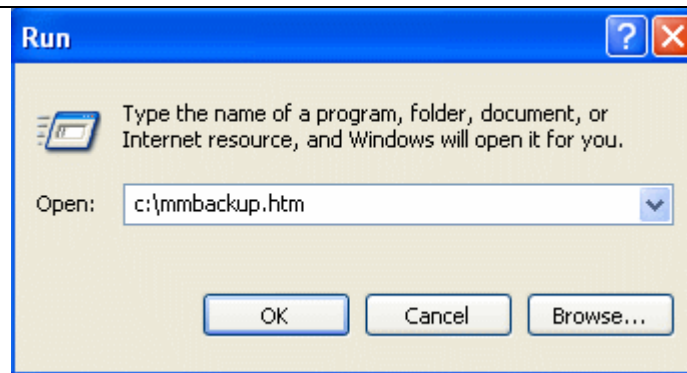
1. Launch Meeting Maker
2. Click on the File Menu -> Select **Publish as Web Page**



3. Select Manual Only as the **Frequency**
4. From should be how far back you want to go, **11 months** is the maximum
5. Publish to should be a location and file name. Example: **c:\mmbackup.htm**  
Make note of this location you will need it to reference the file later.



6. To quickly access your folder and view your web page
7. Click Start -> and Select Run
8. In the Open Box type the location and name of your file that you saved Example: **c:\mmbackup.htm**
9. Click ok and a web page will be displayed



10. You will see your name and boxes that represent the month and year for your calendar



11. Click the Month to See your calendar details displayed in month view

Randi McCray / August 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31 9:15 Weekly Meeting @ 512 or 510	1 9:30 Expert User Training 12:30 Teresa Smith-Hines Baby Shower 12:30 - 2:00 @ 1100 CSS 214 Conference Rm	2 10:00 Staff Front Door meeting @ 410	3 10:00 Sakai demo w/ G Hardman @ 175 Whitney Avenue CMI2	
5	6	7 3:00 ILTS Department Meeting @ SML 409	8 9:30 Resumix Updates-- LHR @ LHR	9 1:30 WWDCS meeting - retreat @ 511	10 10:30 Retreat - Next Steps @ SML 409	
12	13	14 9:15 Weekly Meeting @ 512 or 510		15 12:00 XP memory @ SML 511 3:30 ignode training @ 1100 CSS Suite 214 Lab	16	17
19	20	21	22	23	24	

12. Click an appointment or meeting to see details about that event

13. Use the Navigation buttons on the right hand side to scroll forward to the next month and backwards to the previous month

