

# *Setting up Smartphones and Pocket PCs using Meeting Maker<sup>®</sup> Connector for Outlook*

*This guide runs through the steps necessary to setup a mobile device on your office PC synchronise its calendar with Meeting Maker<sup>®</sup>.*

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# Setting up Smartphones and Pocket PCs using Meeting Maker Connector for Outlook

## DISCLAIMER

By purchasing a Smartphone, Pocket PC, PDA or similar device the owner is responsible for its setup and running. The University of Bradford makes no guarantee for support of the device or for its connectivity to our systems either now or in the future. In using said devices with the University's network and systems the owner agrees that the University and its Staff are not liable for any lack of functionality, data loss, damage to property or financial loss, either direct or indirect.

This is an assistive guide only and it is not a guarantee of support or that it is correct or complete due to differences in the devices available.

## OVERVIEW OF SETUP

Meeting Maker® is not very widely supported by individual mobile devices. They mostly either synchronise with their own calendar software or with Microsoft® Outlook®. It is not practical to develop a method that would enable every different type of device to synchronise with Meeting Maker individually. Instead, as nearly all devices synchronise with Microsoft Outlook, we use a piece of software called 'Meeting Maker Connector for Outlook' which synchronises the Outlook calendar with Meeting Maker and the devices themselves are then synchronised with Outlook.

The process below outlines the steps to be taken in order to successfully setup your device with your office PC and Meeting Maker.

## SETTING UP A NEW MOBILE DEVICE

This section is intended only for installing a new unused device which has nothing stored on it. Following these steps with a device that has items in its calendar can lead to duplicates being created and the corruption of the Meeting Maker database and should be avoided. For details on setting up a previously used device please refer to "Setting up a legacy device with a new PC".

### ***Install device software***

The device will come with a CD of software that is necessary for your device to be recognised and work with your PC. For this stage you should follow the setup instructions that came with your device. Usually you will have to install the software first before setting up and plugging in the device.

During installation you will be given the option of setting which applications you wish the device to synchronise with. You should choose Outlook for the calendar and any other appropriate functions such as contacts and tasks.

## Install Meeting Maker Connector for Outlook

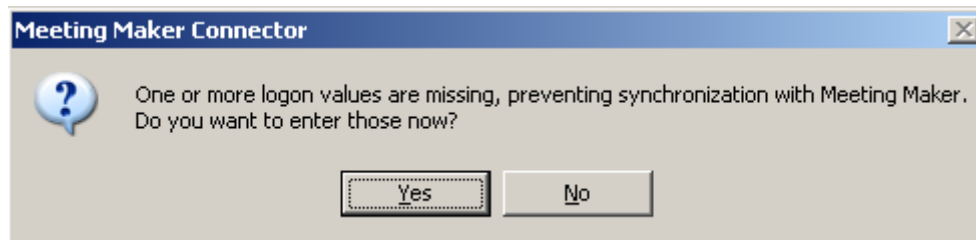
After installing the Meeting Maker Connector for Outlook, your Outlook and Meeting Maker calendars will be synchronised. You need to ensure that any unwanted appointments in the Outlook calendar, or duplicates of what is already in Meeting Maker, are deleted from the Outlook calendar before going any further. If you have not been using the Outlook calendar then you shouldn't have any problems.

To install the Meeting Maker Connector for Outlook for the first time do the following:

1. Close the Meeting Maker client and Outlook if they are open. Also take the device out of its cradle or disconnect from the PC if it is connected.
2. Click on **Start > UoB Apps > Application Installers > Meeting Maker Connector for Outlook**.

If you do not have a University setup PC or Laptop with UoB Apps then you should raise a job with: [ICTServiceDesk@bradford.ac.uk](mailto:ICTServiceDesk@bradford.ac.uk)

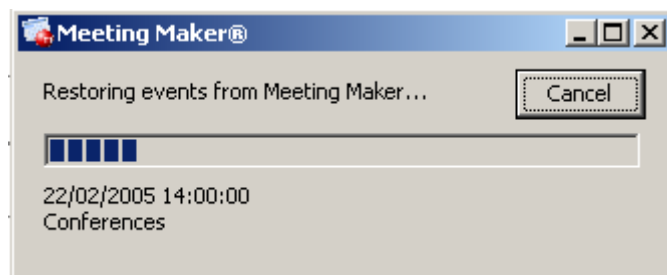
3. Once the software has finished installing, log into Outlook.
4. A popup box will appear informing you that One or more logon values are missing... Select **No**, a bug in the connector means that if you enter the values now, they will not be saved and will have to be re-entered later.



5. Click on **Tools > Options > Meeting Maker**.

You should now have the Meeting Maker login values entry screen.

6. Enter your Meeting Maker username and password. The server is Bradford, the URL is <http://diary.brad.ac.uk:8080/mmco/services/mm>
7. Click **verify**. If it doesn't accept the details, double check to make sure that they have been entered correctly. After a delay a window should appear showing the status of the synchronisation between Meeting Maker and Outlook.



However it is not always the case that the status will be displayed due to the performance of the machine. If the synchronisation icon appears in the task bar, there is no cause for concern.



8. Wait for the status bar to fill up and for the window to disappear. The synchronisation icon in the task bar should also disappear once it is complete.

The synchronisation can take the software an extremely long time to complete as every item that has ever been put in Meeting Maker has to be synchronised. This being the case it is sometimes necessary to leave the process running over night. Occasionally, it may appear as though the PC has crashed, but this is normally not the case. If you do think this has happened, contact the Mobile Technology Advisor before doing anything. While waiting for the synchronisation to complete it is possible to carry on and work with other applications. However, synchronisation will slow the machine down and PCs with slower processors may be unusable.

Once Outlook and Meeting Maker have synchronised, you can then synchronise your Smart Phone/PDA.

9. Check to ensure that everything has gone over on to your device.

## SETTING UP A LEGACY DEVICE WITH A NEW PC

This part of the guide covers setting up a Windows Mobile® device that has been used previously and contains data but needs to be connected to a PC. The typical circumstances would be with a new or re-imaged PC, or if the software has been uninstalled for some reason. Many of the steps are the same as previously described but please follow the guide carefully as duplication of calendar appointments can take place if not done properly. It is assumed that the most up to date version of your diary will be on Meeting Maker. If it is not and the diary on your device is the most up to date, do not continue any further. Instead raise a job with:

[ICTServiceDesk@bradford.ac.uk](mailto:ICTServiceDesk@bradford.ac.uk)

### **Checking the connector**

Ensure that the Meeting Maker Connector for Outlook is **not** currently installed on the PC. You can check this by going to **Start > Settings > Control Panel > Add/Remove Programs**.

### **Install software**

Install the device software in the same way as explained previously in "Install device software".

### ***Clear your devices calendar***

1. If you have not already done so during the software installation process, synchronise your mobile device with your PC.
2. In Outlook click on **Go > Calendar**.
3. Go to **View > Arrange by > Current View > By Category**.
4. Click on **Edit > Select All**.
5. Press the **Delete** key.
6. Synchronise the device with Outlook again.

The calendars for both your device and Microsoft Outlook should now be clear. If not please raise a job with the ICT Service desk.

7. To return to your email click on **Go > Mail**.

### ***Install the connector***

Install the connector as described before in “Install Meeting Maker Connector for Outlook”.

Once all of your appointments have been downloaded to Outlook, you can connect your device to the PC again and it will synchronise automatically with Outlook.