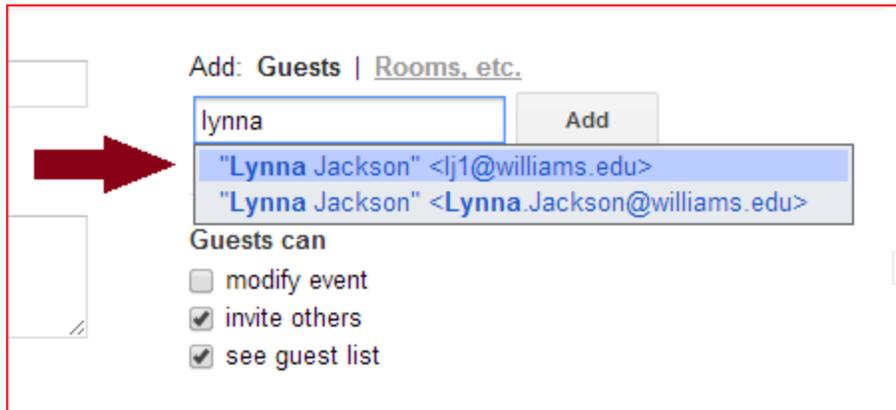


1. When inviting people to meetings **use their short form address**

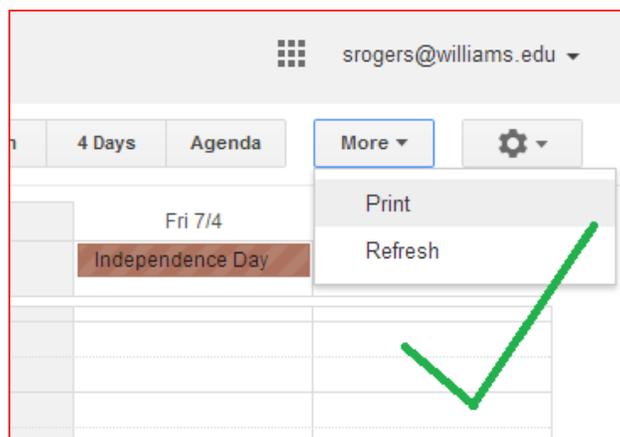


As you type someone's name into the field both short and long addresses may pop up. Choose the short one. If you use the long form of the address, Google may not be able to recognize the calendar associated with that address.

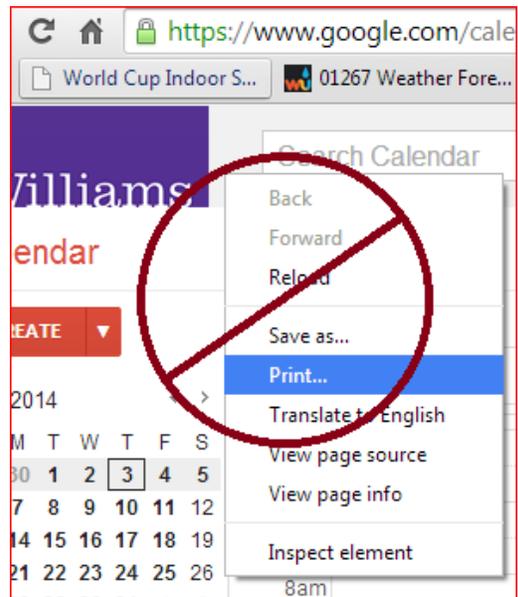
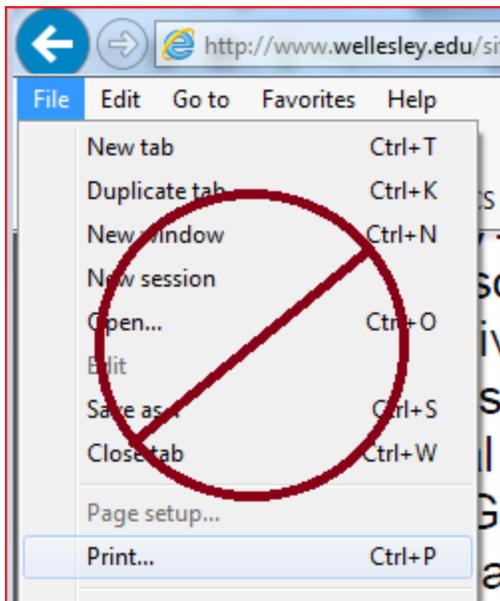
2. **Google calendar has different levels of "sharing" than MeetingMaker had for "proxies" and the effect for meetings marked as "Private" are different.** If you used the "private" flag in MeetingMaker on meetings, you will want to think carefully about who you grant rights to "Make Changes" or "Make Changes and Manage Sharing" on your Google Calendar.

In MeetingMaker the details of any meeting marked as private were not visible to anyone who had any level of proxy to your calendar. In Google, the details of meetings marked as private are visible to people you have given the "Make Changes" or "Make Changes and Manage Sharing" levels of access to your calendar.

3. When printing, set up the view to show what you want to print and then **use the print feature of Google calendar which can be found in the "More" button.**



Do not use the "File - Print" feature of the browser software.



You can print a blank calendar by deselecting any visible calendars under My calendars and Other calendars, then More: Print