

Karen Caron suggested this excellent tip.

If you need to keep track of more than one person in Meeting Maker and don't want to keep jumping between windows, you can display people's proxy calendars inside your own calendar. Depending on how many proxies you choose to show it can get pretty crowded but I'm sure you'll figure it out. :-)

In Meeting Maker, under Calendar views in the left-hand tool bar, click on Show Proxy in Calendar. In the window that opens, simply highlight the individual(s) in the left-hand column you want to add and click Add>>. Click OK and you're done.

Those people's schedules will now show up right next to yours for each day.

To remove someone, follow the same steps but highlight the person in the right-hand column and select <<Remove.