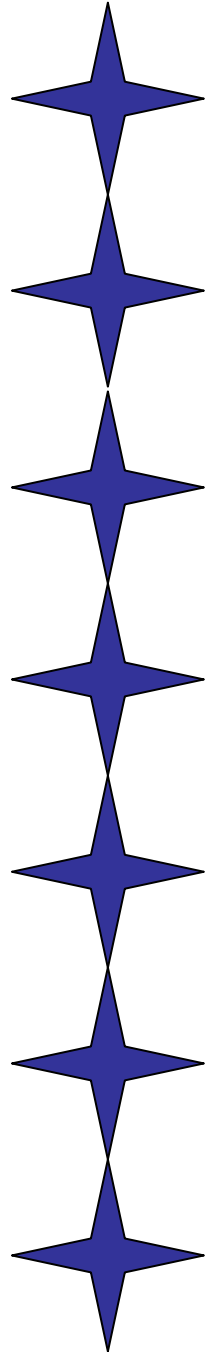


CHSS Documentation

Meeting Maker Installation and Configuration

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The purpose of this document is to guide a technician through the setup and configuration of Meeting Maker.

Section 1: Installation

If the software is not already installed on the system you need to download the latest meeting maker client from https://oit.montclair.edu/oit/dataio/win/75_win_client_en.zip. Otherwise, you may proceed to Section 2.

Extract the software and open the folder in which the software was extracted, then *Double Click*,  *Setup.exe*. The dialogue box represented by Figure 1 opens, *Click Next*.

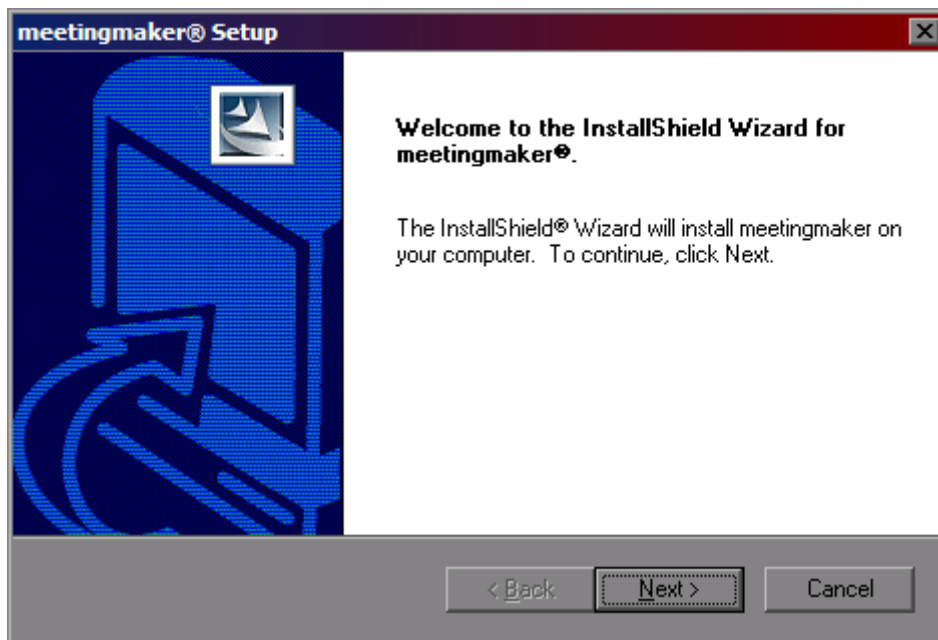


Figure 1

In Figure 2, choose the installation directory, *Click Next*.



Figure 2

Upon completion of the installation, Figure 3 will appear with giving you the option of opening the application and a readme when you *Click Finish*. In this case, I chose to have the application open. Information on how to configure meetingmaker is in the next section.

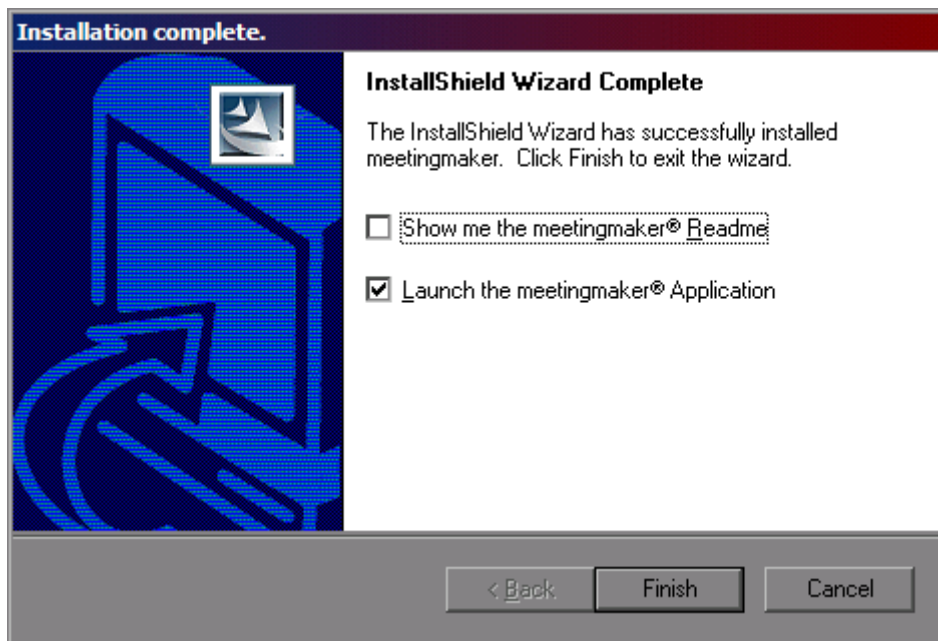


Figure 3

Section 2: Configuration

The first time you run meeting maker, it needs to be configured. The following dialogue boxes demonstrate the process step by step. In Figure 4A, Click **Select**, to configure the Time Zone. Since we are in the Eastern Time Zone, we choose that option as shown in Figure 4B

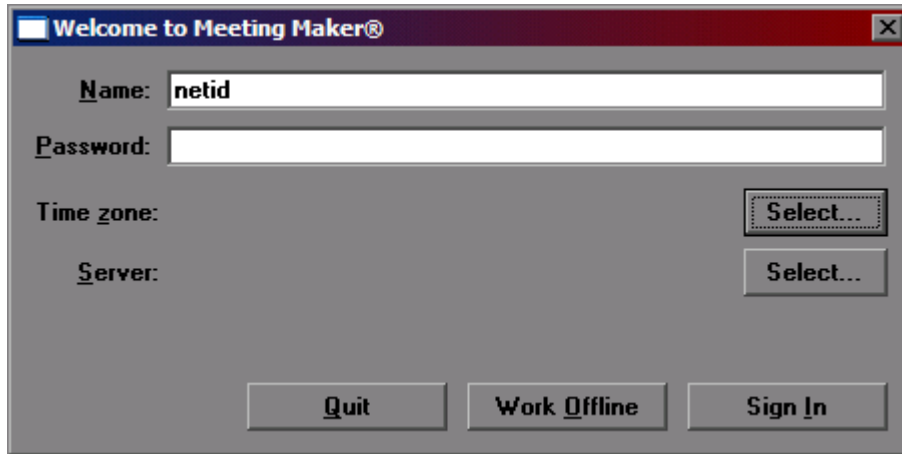


Figure 4A

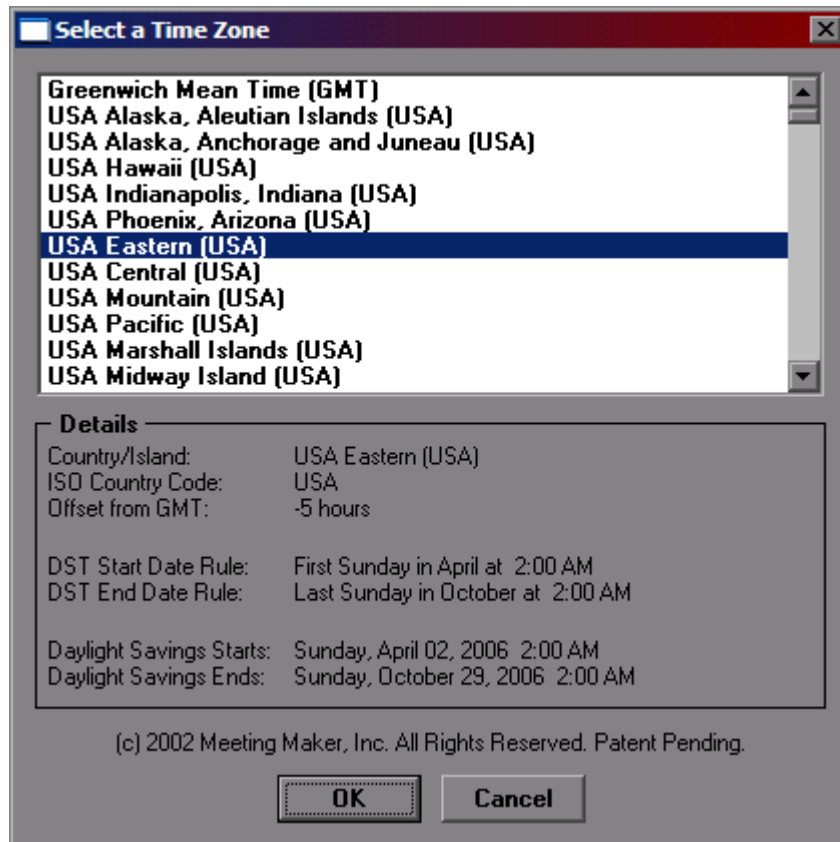


Figure 4B

After configuring the time zone, you are brought to Figure 5A, which now shows the Time Zone selected. You now must configure the server portion by *Clicking Select*. This opens the dialogue box represented by Figure 5B, if MM75 does not appear in the Select Server field then you must *Click Configure*. You are now prompted with Figure 5C, where you must *Type meetingmaker.montclair.edu*, and *Click OK*. You are brought to Figure 5D, here you **Highlight** server **MM75** and *Click Select*.

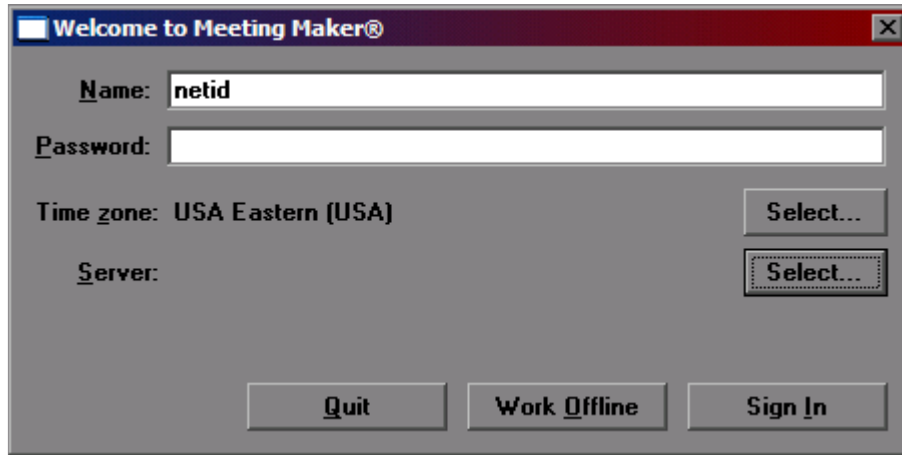


Figure 5A

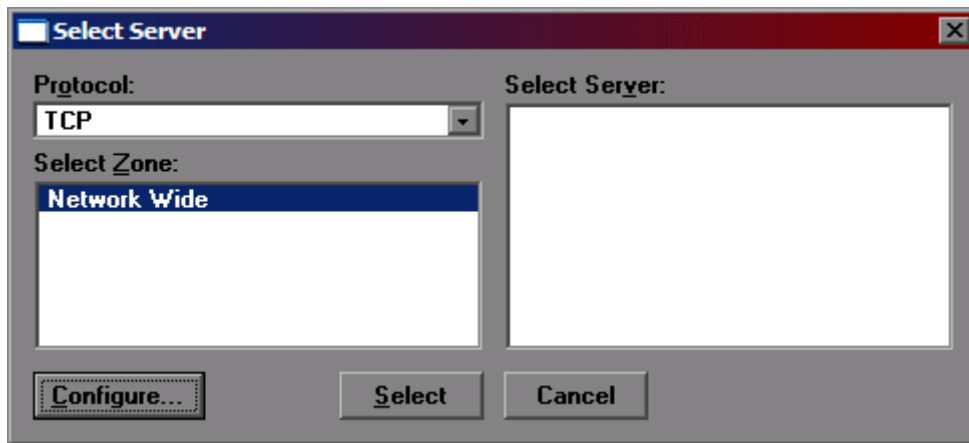


Figure 5B

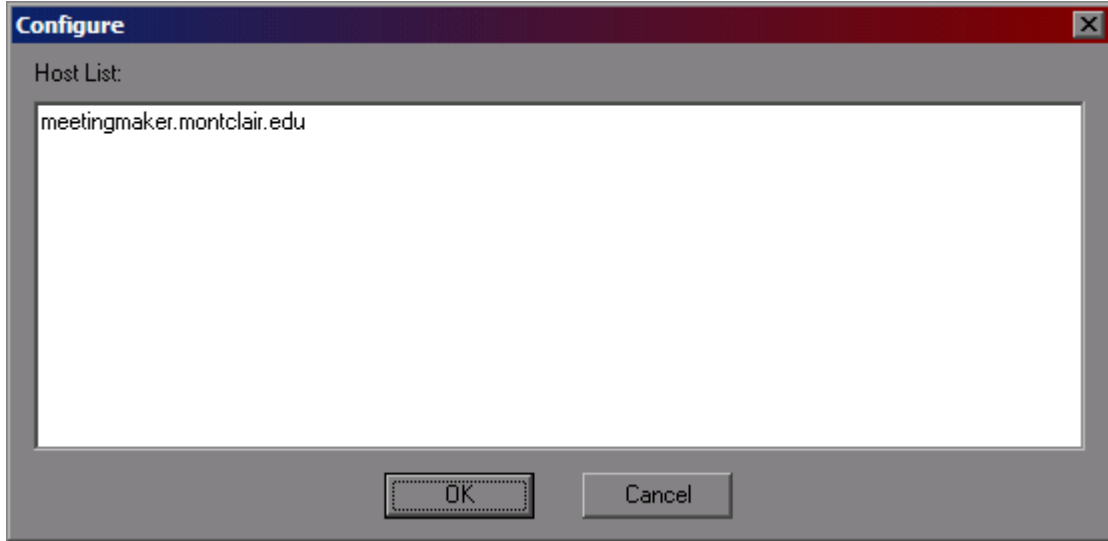


Figure 5C

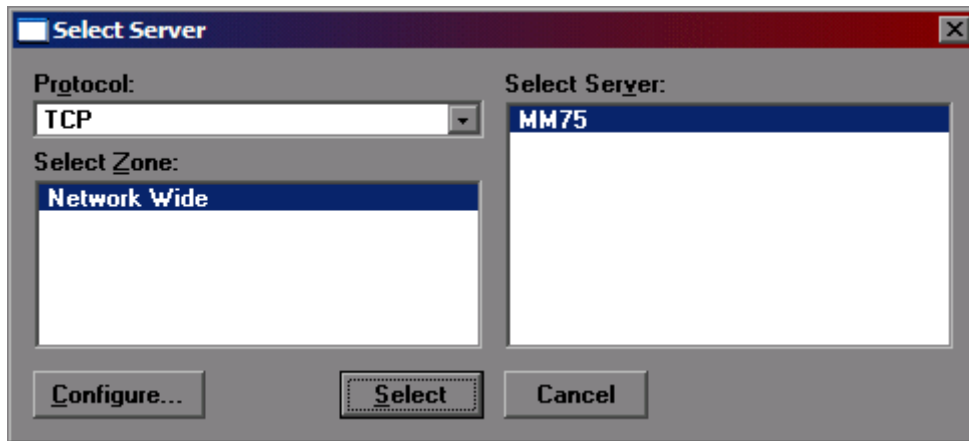


Figure 5D

Congratulations, you have configured your meetingmaker application. You can sign in by using your netid and password.

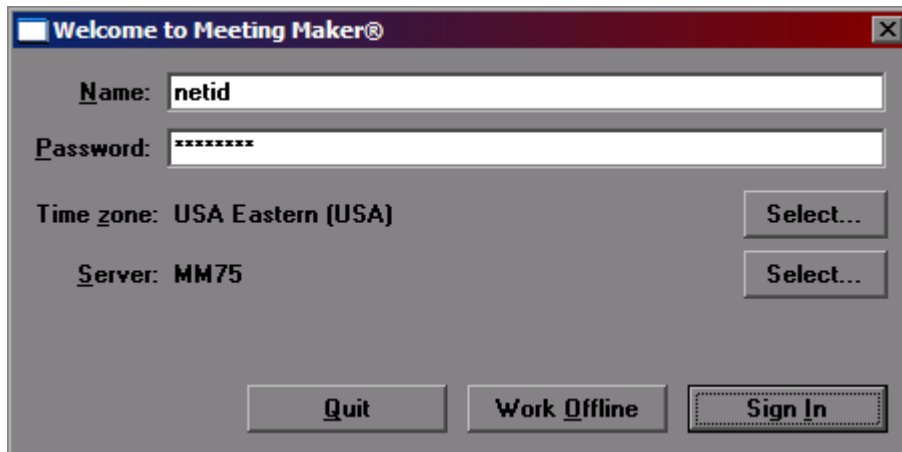


Figure 6