

Meeting Maker 8.6: Macintosh Installation Guide

System Requirements

- **Hardware:** Mac G3 or greater with at least 15MB of free disk space.
- **Operating System:** MAC OS X 10.1.x or higher, and any compatible browser such as Internet Explorer, Firefox, or Safari.

A. Downloading the software

To download directly:

1. From an Internet-connected computer, open a browser and click to download **Meeting Maker 8.6 for Macintosh** (http://www.nyu.edu/its/software/mm/86_mac_client.dmg).
2. If you are prompted to either Save or Run the software, select **Save**. Be sure to note the download destination on your computer. (ITS recommends that, for convenience, you download the installer to your **Desktop**.)

To download from NYUHome:

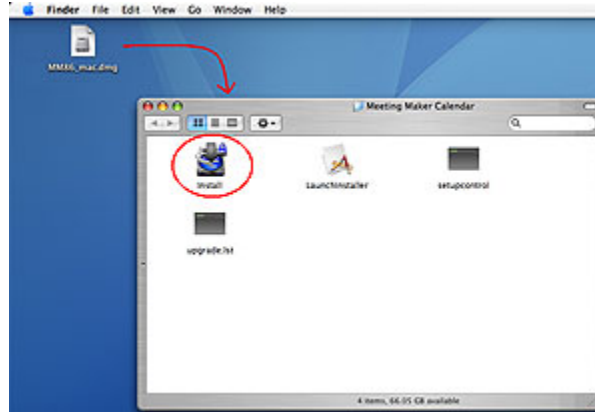
1. From an Internet-connected computer, open a browser and go to **<http://home.nyu.edu>**.
2. Log in using your NYU NetID and NYUHome password, and then go to the **Work tab**.
3. Go to the **Meeting Maker channel** and click on the appropriate Operating System to download the Meeting Maker installer.
4. If you are prompted to either Save or Run the software, select **Save**. Be sure to note the download destination on your computer. (ITS recommends that, for convenience, you download the installer to your **Desktop**. Some Windows computers may be configured to automatically download files to the **My Downloads** folder in **My Documents**.)

B. Installation

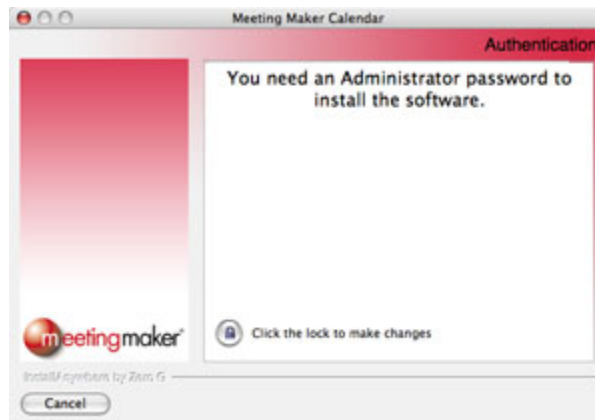
1. If you are upgrading from version 7.5, make sure Meeting Maker is not running.
2. Double-click the Meeting Maker 8.6 installation file that you downloaded (**86_mac_client.dmg**).



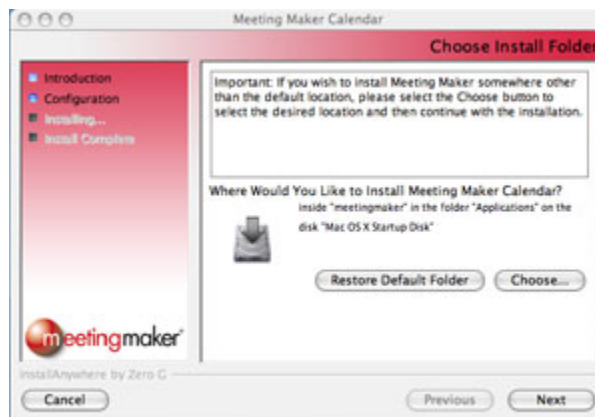
3. A new folder called Meeting Maker Calendar should appear. Double-click the **Install** icon.



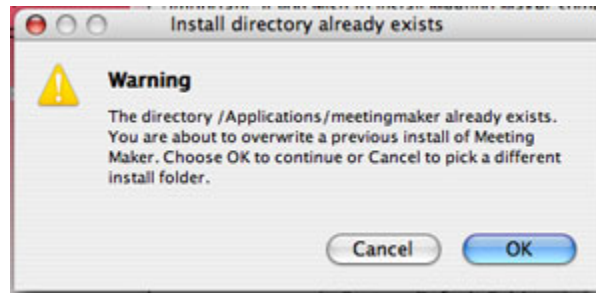
4. If prompted to do so, click the lock and enter the Macintosh username and password that you normally enter when installing software.



5. Keep the default settings and click **Next**.



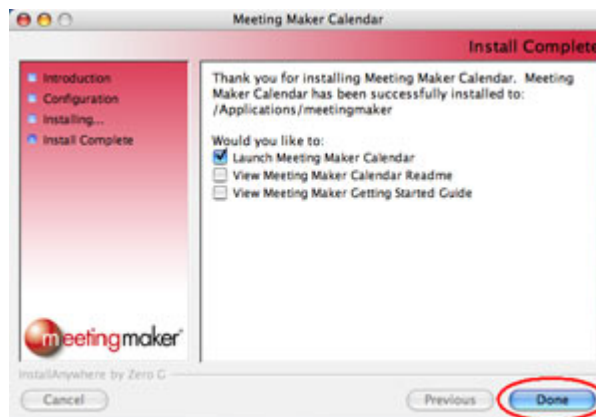
6. If you have a previous version of Meeting Maker installed, you may get an alert box asking if you want to overwrite the contents of the existing directory. If this screen appears, click **OK**. You will not lose any of your previous Meeting Maker information.



7. Click **Next** at each prompt, keeping all default settings. Click on **Install** to start the installation.
- During the installation process, you may see a window asking you what to do with your existing Meeting Maker data. Make sure "**Copy Meeting Maker Data**" is selected, and click **Next** to continue through the installation process.

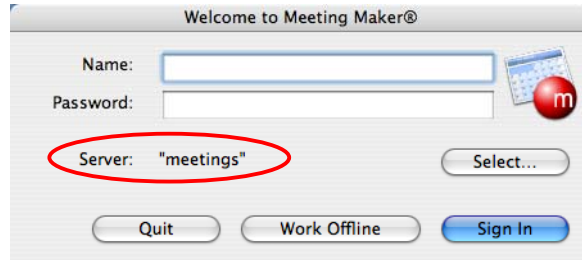


8. Click **Done**, when prompted, to complete the installation and launch Meeting Maker 8.6.

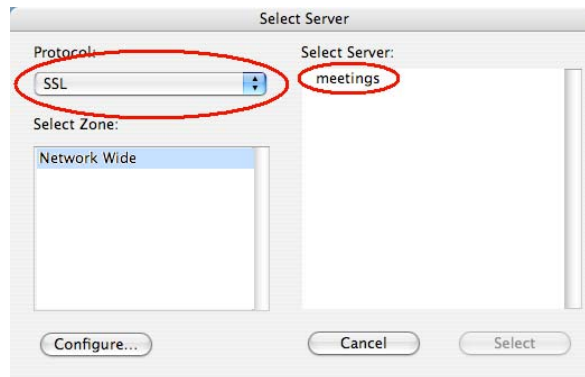


C. Set Up

1. Double-click the Meeting Maker icon to launch Meeting Maker 8.6, if it has not automatically launched at the end of the installation process.



2. Click on the **Select** Button. In the Select Server window:
 - a. Select **SSL** in Protocol drop-down box.
 - b. Click on **meetings** in the Select Server field.
 - c. Click on the **Select** button.



D. Sign In

Enter your **NetID** and **NYUHome password** in the **Name** and **Password** fields, and click **Sign In**. Continue to use your NetID and NYUHome password whenever you sign in to Meeting Maker 8.6.

E. More Information

To learn more about Meeting Maker 8.6, go to <http://www.nyu.edu/its/meetings/>.

