

# Meeting Maker 8.6: Windows Installation Guide

## System requirements

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- **Hardware:** Intel Pentium III with at least 15MB of free disk space.
- **Operating System:** Windows 2000, Windows XP, or any compatible browser such as Internet Explorer, or Firefox.

## A. Downloading the software

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### To download directly:

1. From an Internet-connected computer, open a browser and click to download **Meeting Maker 8.6 for Windows** ([http://www.nyu.edu/its/software/mm/86\\_win\\_client.exe](http://www.nyu.edu/its/software/mm/86_win_client.exe)).
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**. Some Windows computers may be configured to automatically download files to the **My Downloads** folder in **My Documents**.)

### To download from NYUHome:

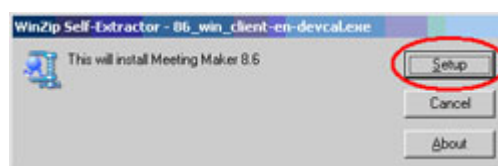
1. From an Internet-connected computer, open a browser and go to **<http://home.nyu.edu>**.
2. Log in using your NYU NetID and NYUHome password, and then go to the **Work tab**.
3. Go to the **Meeting Maker channel** and click on the appropriate Operating System to download the Meeting Maker installer.
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

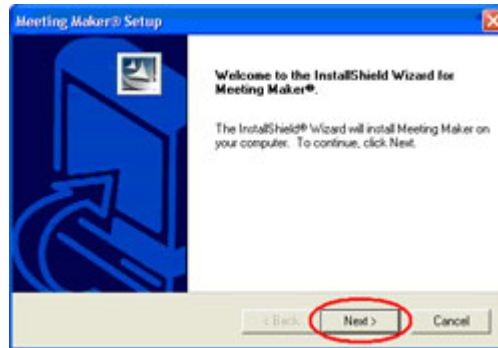
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### A. Install

1. If you are upgrading from version 7.5, make sure Meeting Maker is not running.
2. Double-click the **Meeting Maker installer file** and click **Setup** to start the installation process.



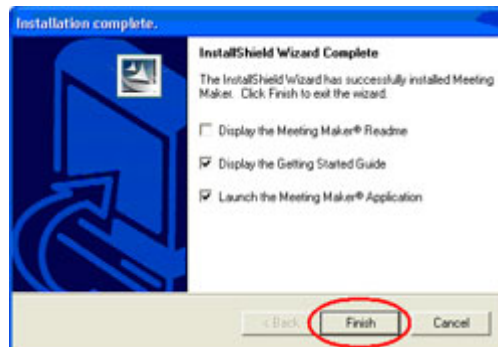
3. The InstallShield Wizard will prompt you at several points in the process. Click **Next** at each prompt to continue the installation and keep all default settings.



- o During the installation process, you may see a window asking you what to do with your existing Meeting Maker data. Make sure "**Move Local Meeting Maker Database (Recommended)**" is selected, and click **Next** to continue through the installation process.



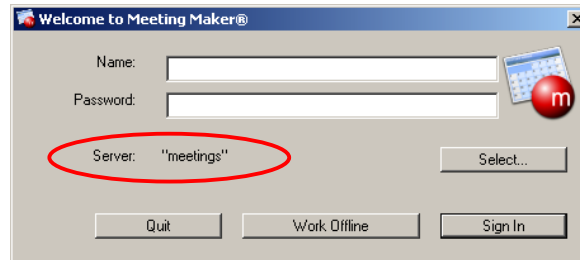
4. Click **Finish**, when prompted, to complete the installation and launch Meeting Maker 8.6.



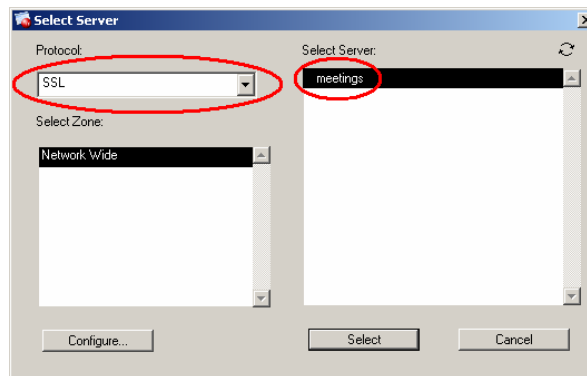
## C. Set Up

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1. Double-click the **Meeting Maker icon** to launch Meeting Maker 8.6, if Meeting Maker 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

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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

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

