

Meeting maker set up-2011

This is the Mayes Lab menu for configuring the meeting maker. Questions please address to: jia.wu@yale.edu

There are two ways of accessing the meeting maker server:

1. If you are online, go to the following website:

<http://autism-mm.med.yale.edu>

→ Connect via browser

→ Connect via web

→ Type in your username and password; choose MayesLabMM (except that the minding the baby group belongs to AusismMM)

*To access another calendar through a proxy

Click the drop down menu on the left hand side panel: “choose a Proxy”.

* To change password(If you are using a shared calendar, Do Not change the password)

Click “Change Preference” on the bottom of the left side panel



The image shows the login interface for the Meeting Maker HTML Calendar. At the top is the 'meetingmaker' logo, with a red sphere containing a white 'm' followed by the text 'meetingmaker' in red and black. Below the logo is the title 'Sign in to Meeting Maker HTML Calendar'. The login form includes three fields: 'name:' with the value 'jw646', 'password:' (empty), and 'server:' with a dropdown menu showing 'AutismMM' selected, and two other options, 'AutismMM' and 'MayesLabMM'. A 'Sign In' button is located to the right of the server dropdown. At the bottom of the form is the URL www.peoplecube.com.

2. Through a local computer. Make sure you have the latest version from the source website below. (Comments: you can view the calendar offline once you are online before. If you want to share your calendar with other people, you need to use the software version to set it up once. If you are out side of Yale network, you need to log in VPN in order to log in the software.)

→ Download the software

<http://autism-mm.med.yale.edu>

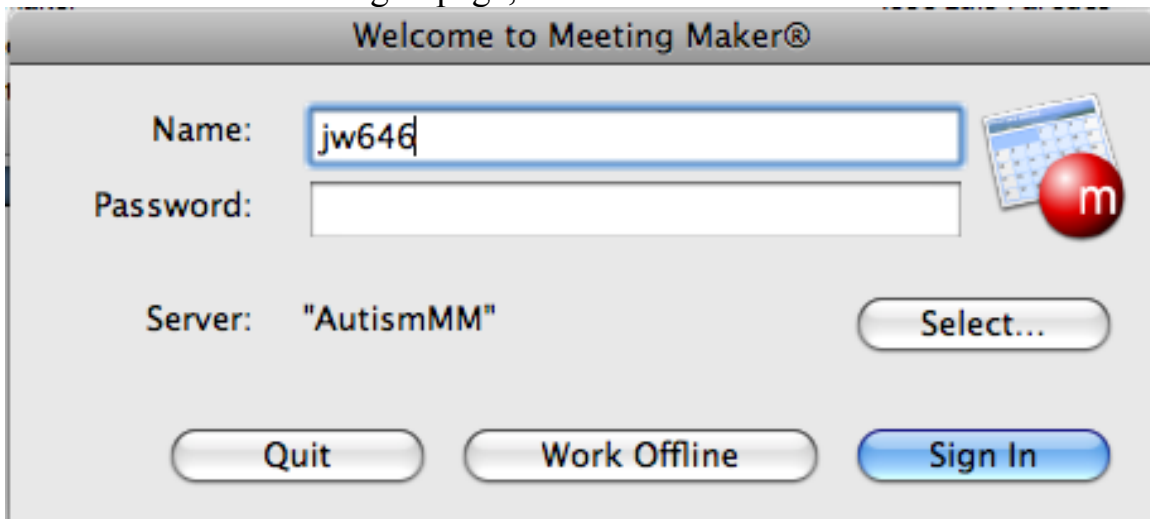
→ Client software

→ Download the right version for your operating system.

* During the installation, choose “delete Local Meeting Maker data” if you previously had meeting maker on your computer.

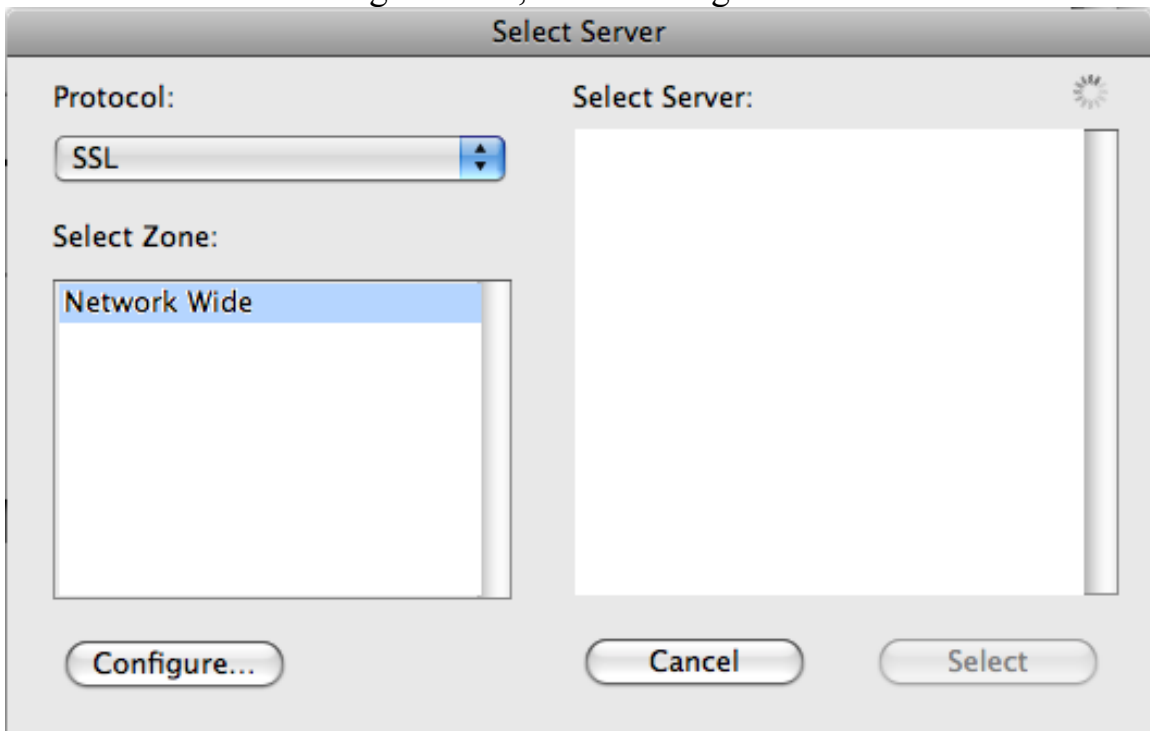
→ Setup only needs to be done once. The tutorial shows an example on a Mac. The menu in Windows should be pretty similar.

→ On the main log in page, click “select”



The image shows the 'Welcome to Meeting Maker®' login window. It has a title bar with the text 'Welcome to Meeting Maker®'. Below the title bar, there are three input fields: 'Name:' with the text 'jw646', 'Password:', and 'Server:' with the text '"AutismMM"'. To the right of the 'Name' and 'Password' fields is a small calendar icon and a red circular button with a white 'm'. Below the 'Server' field is a 'Select...' button. At the bottom of the window are three buttons: 'Quit', 'Work Offline', and 'Sign In'.

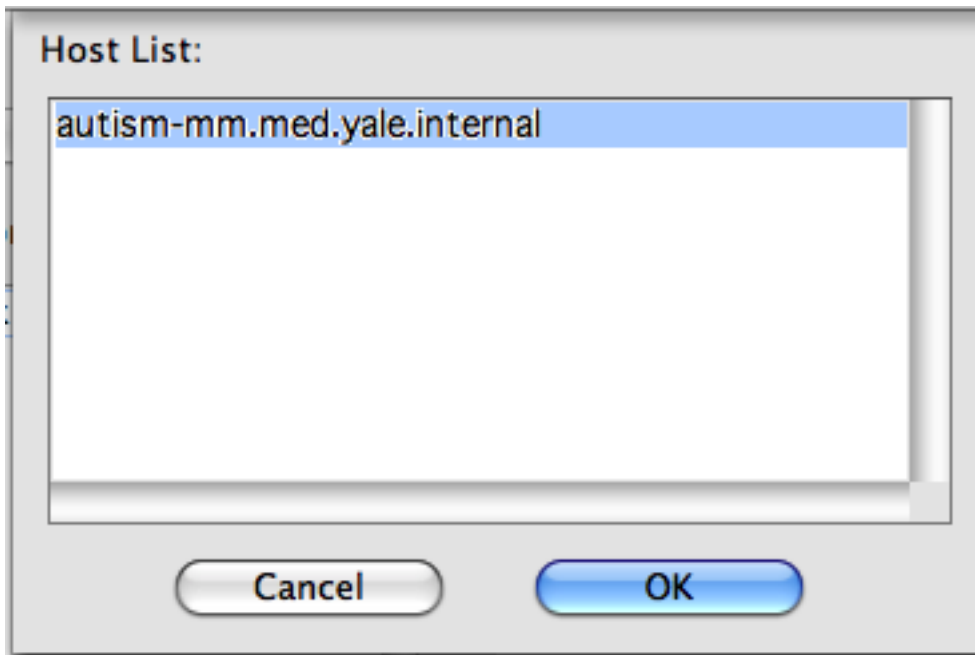
→ In the following window, click “configure....”



The image shows the 'Select Server' window. It has a title bar with the text 'Select Server'. Below the title bar, there are two main sections. The left section has a 'Protocol:' dropdown menu set to 'SSL', a 'Select Zone:' label, and a list box containing 'Network Wide'. The right section has a 'Select Server:' label and a large empty text area. At the bottom of the window are three buttons: 'Configure...', 'Cancel', and 'Select'.

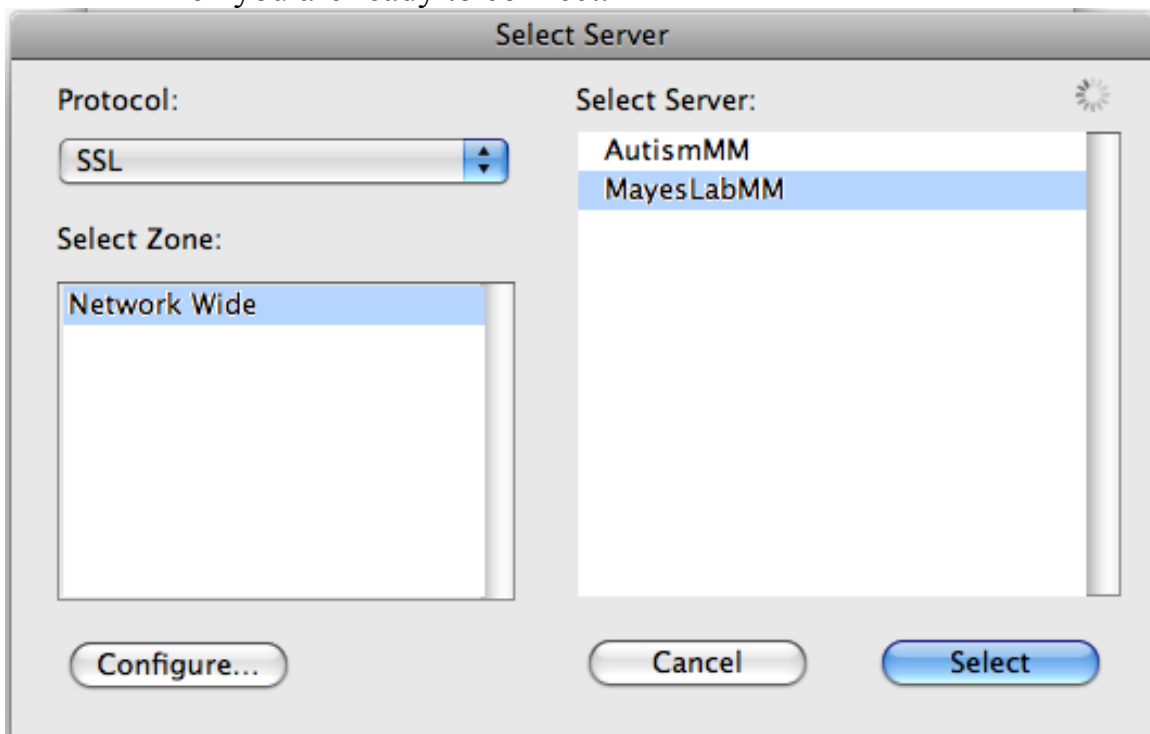
→ In the next window asking for Host List, type
autism-mm.med.yale.internal

→ Click “OK”



→ "MayesLabMM" will show up in the "Select Server" window on the right panel. Select the item and click "Select"

→ Then you are ready to connect.



* To view another calendar through a proxy,
→Proxy →More Proxies.....→ Add

Or:

→ Proxy → Open (SANDL/DEL/other names)

* To change your password

→ Meeting Maker Calendar → Preference

* To share your calendar with other people

→ Proxy → Share Calendar