

## Logging in to the Trumpeter-Time Calendar

This tip sheet outlines the steps necessary for opening the new Trumpeter-Time calendar. The first set of directions is for the desktop version of Trumpeter-Time and the second set is for the web or HTML version. Trumpeter-Time is the Tufts name for the Meeting Maker calendar.

To open your Trumpeter-Time calendar, you need to know three things:

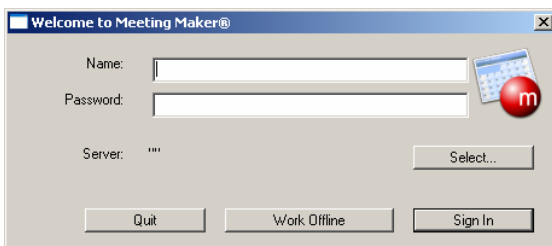
1. Your UTLN (e.g. jsmith01)
2. Your Trumpeter (email) password
3. The campus you are primarily affiliated with (Boston, Medford, or Grafton)

### Opening the Trumpeter-Time Calendar

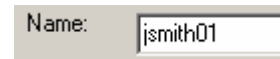
The first time you log in to your Trumpeter-Time calendar on your desktop, you must select the appropriate campus server. **This step only needs to be completed once.** From then on, whenever you log in to Trumpeter-Time, you will only need to type in your UTLN and Trumpeter (email) password.

To open Trumpeter-Time (Meeting Maker):

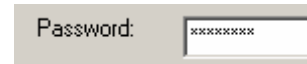
1. **Select Start > Programs > Meeting Maker > Meeting Maker.** *The Welcome to Meeting Maker dialog box opens.*



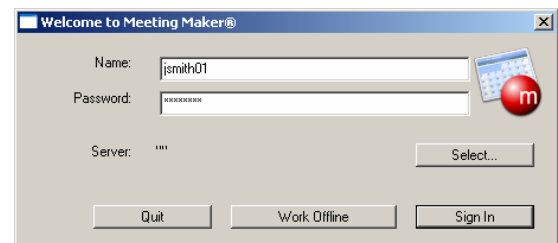
2. In the **Name** field, type your UTLN.



3. In the **Password** field, type your Trumpeter (email) password.

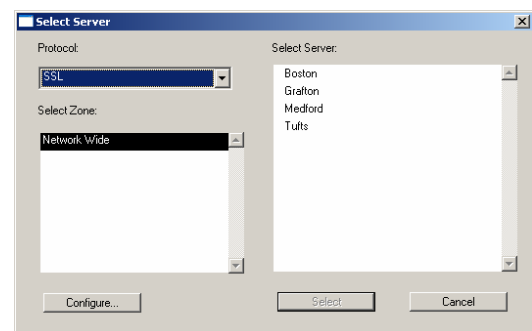


Your screen will look like this:

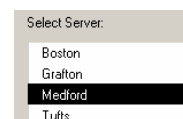


The next step is to select your campus server. The first time you log into Trumpeter-Time is the only time that you must select it.


4. **Click the Select button.** *The Select Server dialog box opens.*



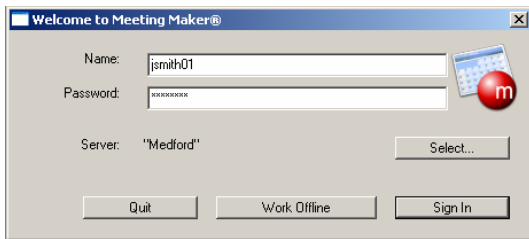
5. **Select your campus,** either Boston, Grafton, or Medford. *Pick the campus where your office is located.*



## Logging in to the Trumpeter-Time Calendar

6. Click the **Select** button.   
*The Select Server dialog box closes.*

Your screen will look like this:



7. Click the **Sign In** button.   
*The Trumpeter-Time calendar opens.*

### Opening the Trumpeter-Time Web Calendar

The Trumpeter-Time Web calendar provides access to your calendar from anyplace that you can connect to the internet.

When you access Trumpeter-Time from the web, it will be labeled as Meeting Maker.



To open the Trumpeter-Time Web calendar:

1. Open a web browser such as Firefox  or Internet Explorer .

2. Navigate to <https://trumpeter-time.tufts.edu/>. The Trumpeter-Time sign in page opens.



3. In the **name** field, type your UTLN.



4. In the **password** field, type your Trumpeter (email) password.



5. In the **server** field, select your campus: Boston, Medford, or Grafton.



6. Click **Sign In**. The Trumpeter-Time work space displays.