

What is "SameTime"?

What is SameTime?

SameTime is IBM Lotus Notes' version of a Chat Program (similar to iMessenger, Google Chat, Instant Messaging, or Chat on Facebook) It is a program that allows two or more people to immediately communicate (in text and emoticons) without the delays and hassles of composing and sending an e-mail. In SameTime, however, only other users on the same Network of Notes users can participate. Within The Salvation Army – that includes just about everyone.

Q. Can I get SameTime on my PC?

A. Yes, contact your IT team – as server settings for each division may be different.

Q. Can I get SameTime on my Traveler?

A. No, not at this time.

What is "SameTime" Meeting?

What is SameTime Meeting?

SameTime Meeting is an online meeting room where you and anyone else who has access to the Internet can view and participate in an online demonstration, presentation, class or pow-wow. Combined with a conference call, SameTime Meetings can be largely beneficial in lieu of a face-to-face meeting that can be costly and time-consuming.

Q. Can anyone participate in my SameTime Meeting?

A. Yes! You do not even have to have Lotus Notes, or be an Army employee/officer; You do however have to have Lotus Notes if you are going to be the Meeting's Administrator (initiator).

Q. Do I have to combine my SameTime Meeting with a conference call?

A. No, all participants can see each other's' typing and can communicate in text.

Q. Can I show a movie or a PowerPoint Presentation?

A. Yes, anything that is on your computer screen can be shared and viewed by the meetings' participants.

Q. Can the participants see me?

A. No, they can only see your computers screen; and likewise, you cannot see the participants. If the participants want, you can also view their computers screen.

Q. How do I get started?

A. Contact your IT team and tell them you want to start a SameTime Meeting – Just FYI – there is a small learning curve when first using this program – be sure to allot time to learn it before scheduling your meeting.

What is my "SameTime" Password

What is my SameTime Password?

Your SameTime Password is actually called your "Internet Password"; but when we say this – it often confuses people because we all likely have many Internet Passwords in our lives.

The program SameTime uses your Internet Password (which is stored on the Lotus Notes Servers) to grant you access to SameTime.

Other programs may also utilize your Internet Password, so long as they are connected to Lotus Notes. The Red Shield Tool Kit, Traveler, SameTime itself and even the Central THQ Fitness Center all use this

one password to grant you access.

So, if you know any of those passwords you already know your SameTime password.

Similarly, if you change your SameTime password – you are effectively changing your Red Shield Tool Kit, Traveler and Fitness Center passwords as well – so beware!

For example – if you have Traveler on your smart phone – and need to change your Fitness Center login password because you have forgotten it – Once you change that password you will “break” your Traveler and no longer receive e-mails on your phone. This can be remedied simply by reinstalling Traveler on your phone – but that is a hassle you would like to avoid if possible.

We strongly recommend using your Notes password for SameTime. Both Notes and SameTime will retain your password without requesting you to change it, indefinitely. Because you have to use your Notes password each morning when you log in to your computer – you are not likely to forget that password.

Changing your “SameTime” Password

Changing your SameTime Password?

As it is with all of your passwords, YOU have the ability to change you SameTime password.

Nobody in IT can see your passwords. We have the ability to wipe them out or reset them so that you can create a new one – but even the highest ranking IT people cannot decipher what your passwords are.

If you have forgotten or never had a SameTime password you have the ability to create one or change it anytime you feel the need to.

On your Army issued computer.

1. Open Lotus Notes
2. File
3. Open
4. Lotus Notes Application
5. Go to your primary Notes Server (ie: Central THQ’s primary server is USCTHQDOM003)
6. Search for and open the “Central Territory Address Book”
7. Locate your name
8. Open your profile
9. On the Bottom left hand side of your profile you will see “Internet Password”
10. Double Click on Internet Password
11. An “Enter” button will appear
12. Click the Enter button
13. Enter the password you would like to have as your “SameTime” password – again we recommend using your Notes password. (there are no restrictions or requirements of this password)
14. Click Ok
15. Click “Save and Close” at the top left.

Please note – when changing the Internet password – it may take up to 24 hours for all of our servers to properly replicate your new password. Until they have all replicated – your new password may not work.