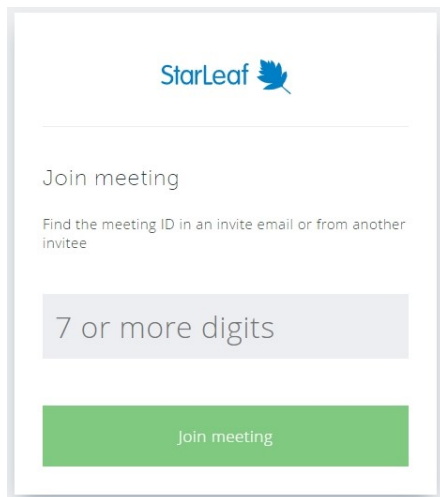


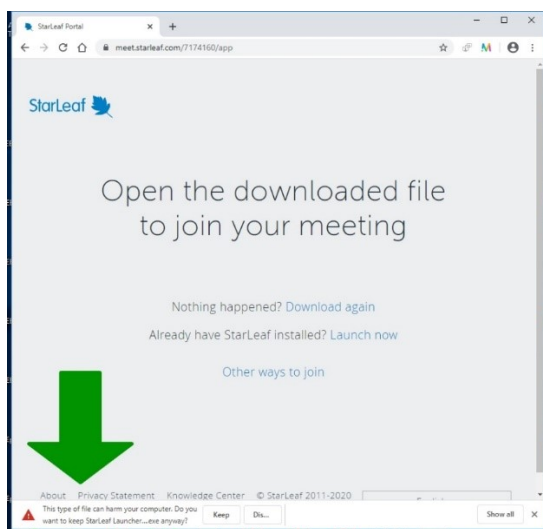
Starleaf – joining a meeting as a guest

- 1) Open Google Chrome
 1. StarLeaf only works well on Chrome version 85 or later (or Safari)
 2. Internet explorer is not compatible with videoconferencing solutions
- 2) In the address bar at the top enter: **meet.starleaf.com**

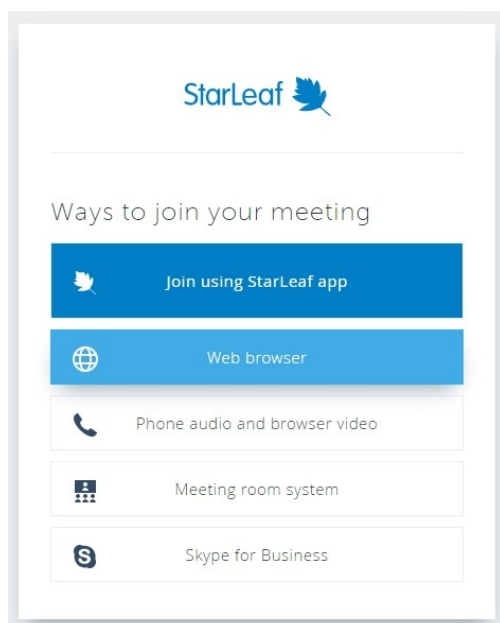


- 3) Enter StarLeaf Meeting ID in box and click **Join Meeting**

This a number provided by the meeting organiser



- 4) There are two options at this point
 1. **Install the guest version of the StarLeaf application (recommended option)**
 - a) See big green arrow – Install the app and follow the on screen instructions.
 - b) To do this you will need to have installation privileges on your computer
 - c) The application provides a better connection than using a web browser
 2. **Use the web browser to join the meeting**, Click on Other Ways To Join



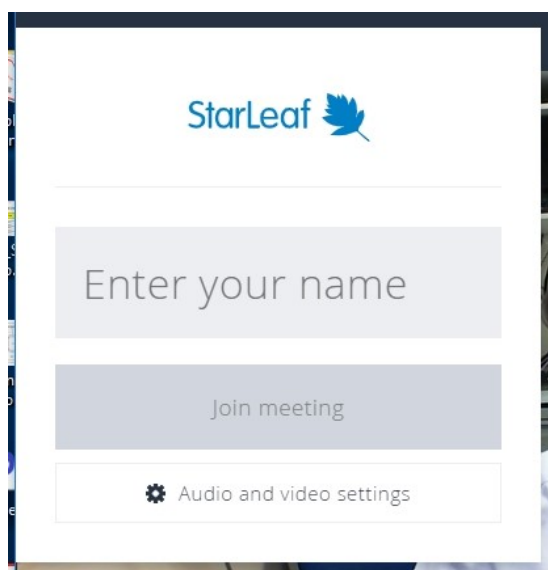
- 5) If you have a webcam, with a microphone and loudspeakers on your computer you can select **Web browser**

This will take you to step 7.

- 6) Otherwise select: **Phone audio and browser video**

This will give you the audio dial-in numbers so you can telephone in to hear and speak to people in the meeting using your phone, do this before connecting your PC.

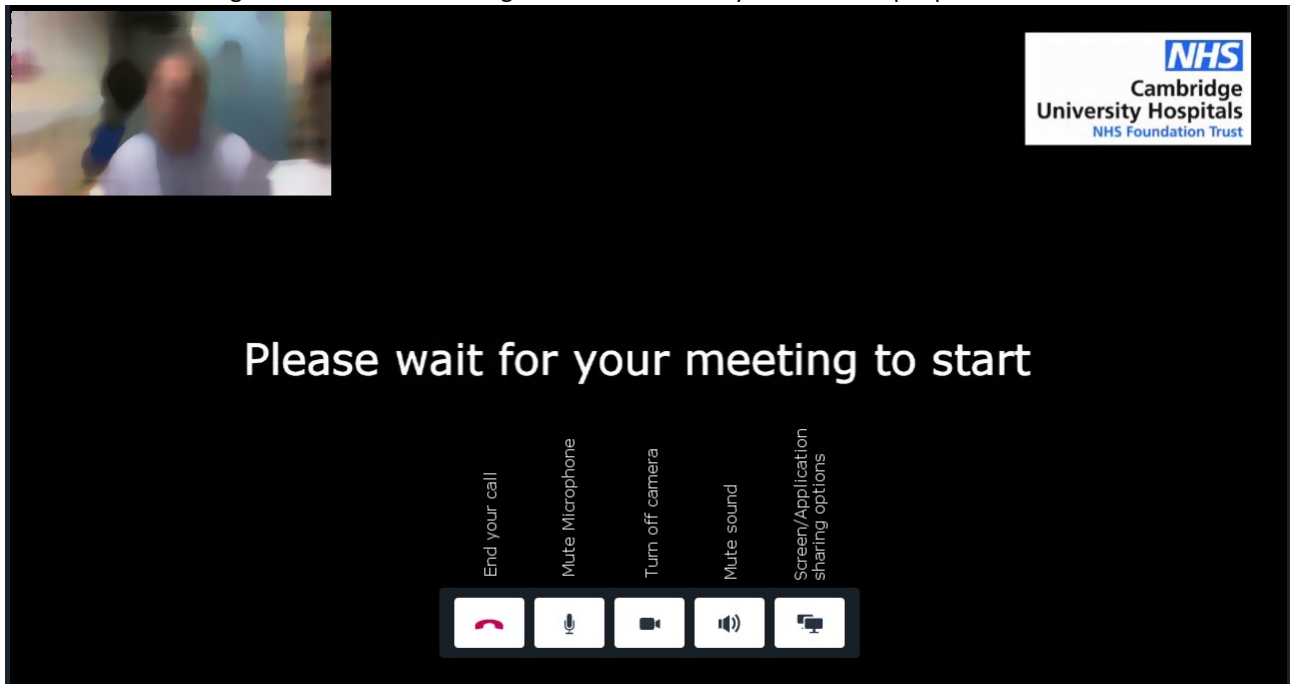
Then click on **View in Web Browser**



- 7) Enter your name - This is for others in the meeting to see

8) View when connected

Note: The black background shown in the image here would actually be the other people on the call.



Most button functions are obvious when you hover over them. The Share my screen button gives you a choice to share any open application or the full screen view of any attached screens.

You may not see all these buttons, depending on your device.