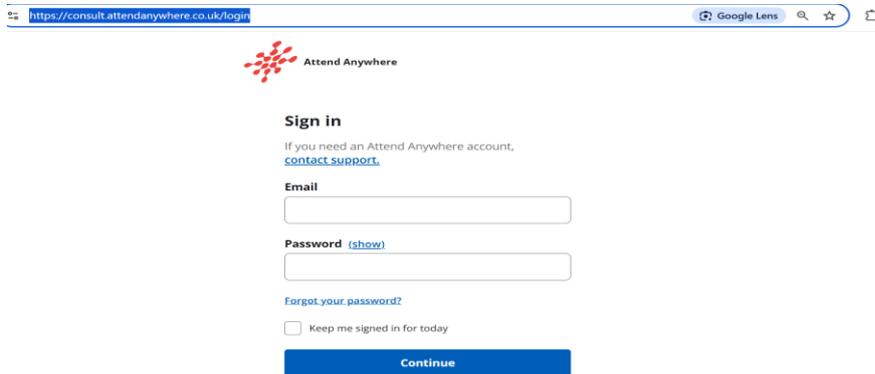




How to Add Attend Anywhere to Your Desktop

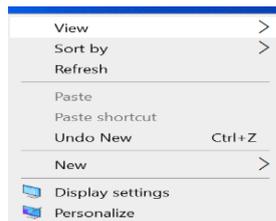
Step 1:

Open **Attend Anywhere** in Google Chrome and copy the URL link from the address bar



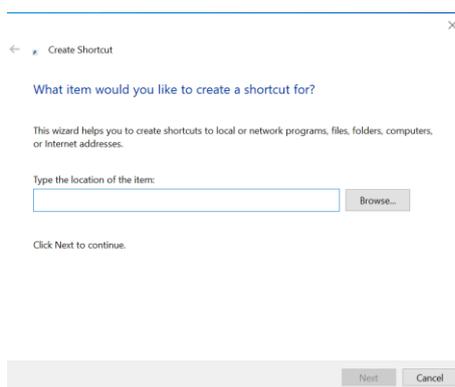
Step 2:

Go to your desktop, right-click with your mouse, and select **New > Shortcut** from the menu that appears



Step 3:

Once you click shortcut, a window will appear:



Step 4:

Paste the Attend Anywhere URL into the “type the location of the item” box and click **Next**.



Step 5: In the “Type a name for this shortcut” box enter **Attend Anywhere**, then click **Finish**:

Type a name for this shortcut:

Attend Anywhere will now appear as an icon on your desktop

