

#### 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

ttps://consult.attendanywhere.co.uk/login		💽 Google Lens 🔍 🖈 🗊
	Attend Anywhere	
	Sign in	
	If you need an Attend Anywhere account, contact support.	
	Email	
	Password (show)	
	Forgot your password?	
	Keep me signed in for today	
	Continue	

#### Step 2:

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

View		>
	Sort by	>
Refresh		
	Paste	
	Paste shortcut	
	Undo New	Ctrl+Z
	New	>
	Display settings	
	Personalize	

# 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:

New Internet Shortcut

Attend Anywhere will now appear as an icon on your desktop

