

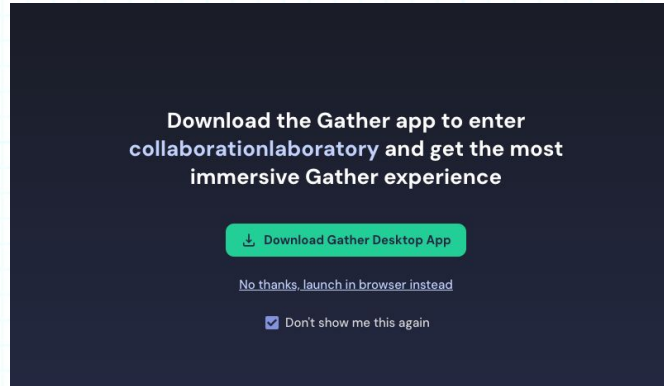


**8 easy steps to  
set up your  
Gather account**



# Step 1

- Open the link in your calendar invite in **Google Chrome 10 minutes before the session starts**. You'll be taken to this screen.



- If you're asked for a password, you've joined too early! Come back 10 minutes before the session starts.
- If you see something else, go to Step 4!



## Step 2

- Tick the **"Don't show me this again"** box
- If you don't see this screen, move onto Step 4!


Download the Gather app to enter  
collaborationlaboratory and get the most  
immersive Gather experience

↓ Download Gather Desktop App

[No thanks, launch in browser instead](#)

Don't show me this again

Tick  
"Don't show me  
this again"

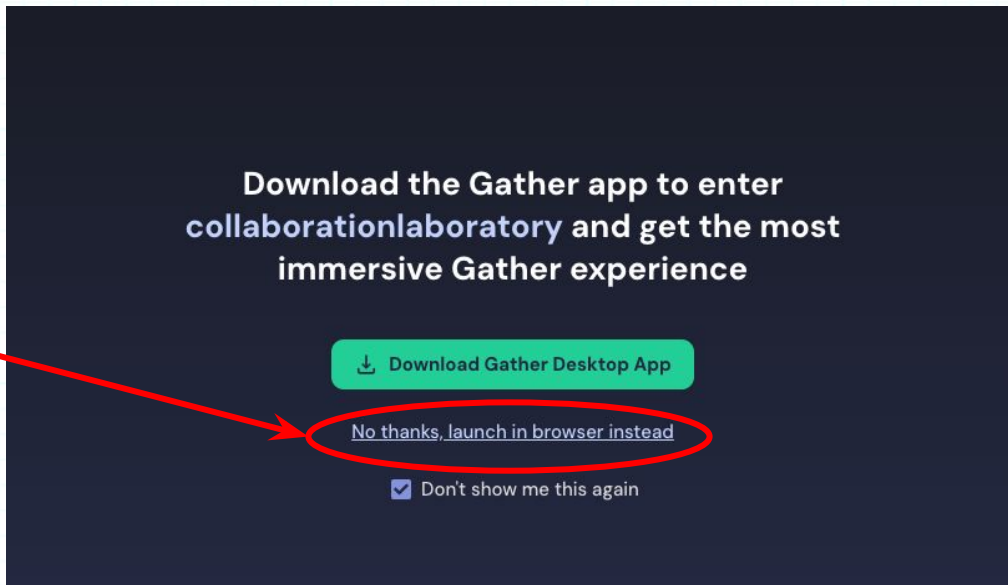




# Step 3

- Click "No thanks, launch in browser instead"

Click  
"No thanks"

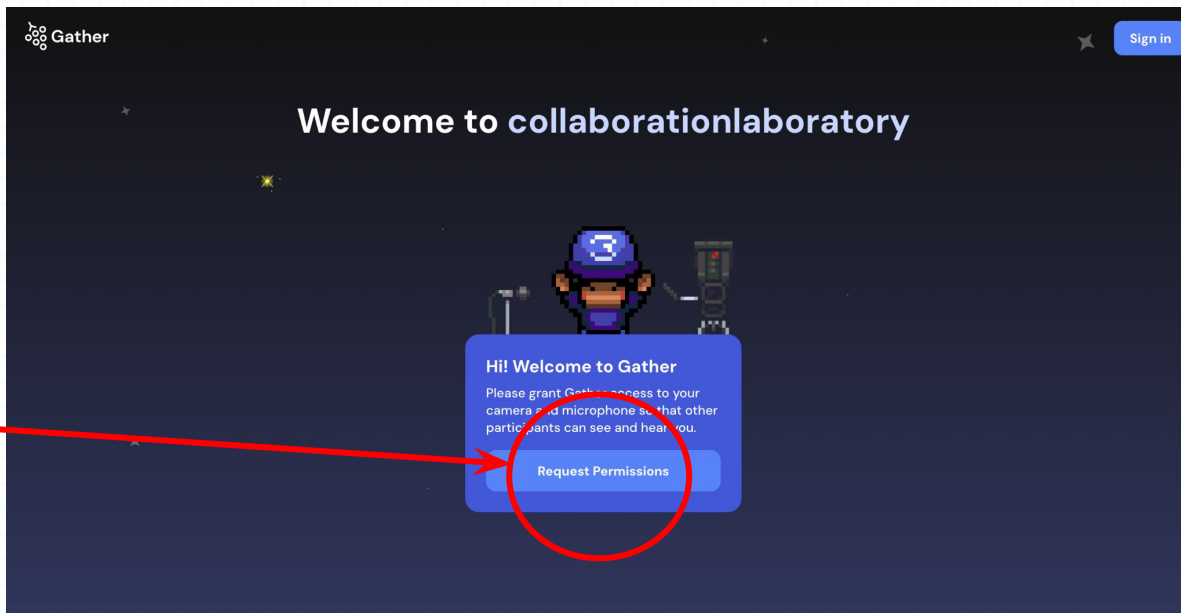




# Step 4

- Click "Request Permissions"

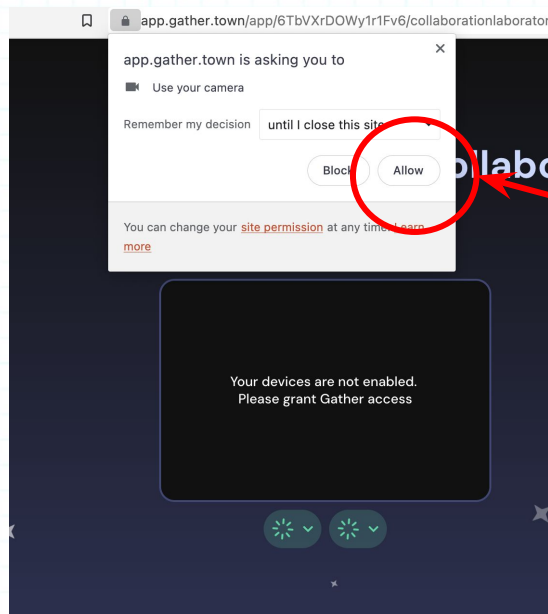
Click  
"Request  
Permissions"



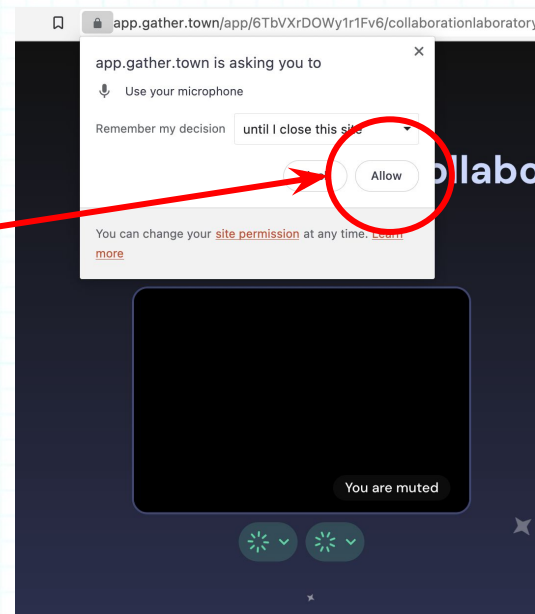


# Step 5

- You'll then be asked to grant Gather access to your video and audio. Click **"Allow"** on both requests:



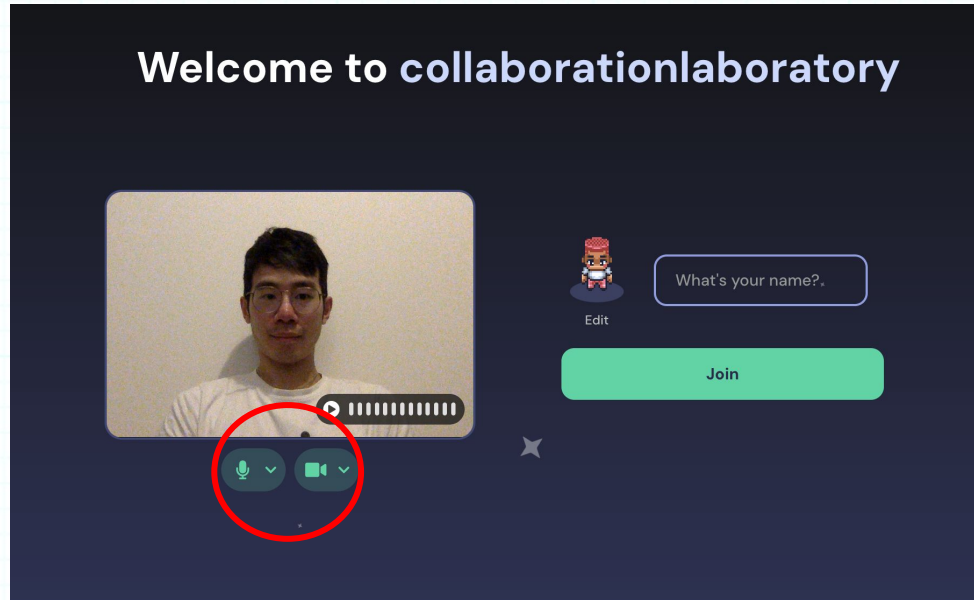
Click "Allow"





# Step 6

- Once allowed, both the red buttons under the black box will turn green and you'll see yourself in the "check your hair" screen





# Step 7

- Update your name so that we can say hi! Then click **"Join"**

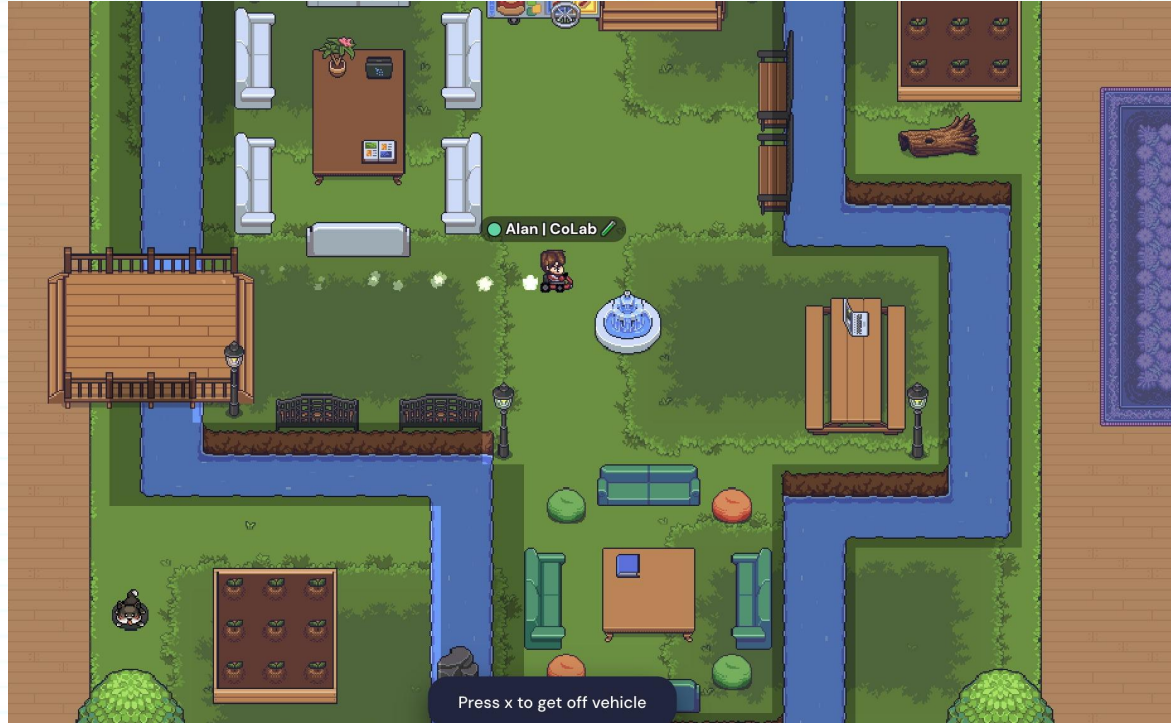


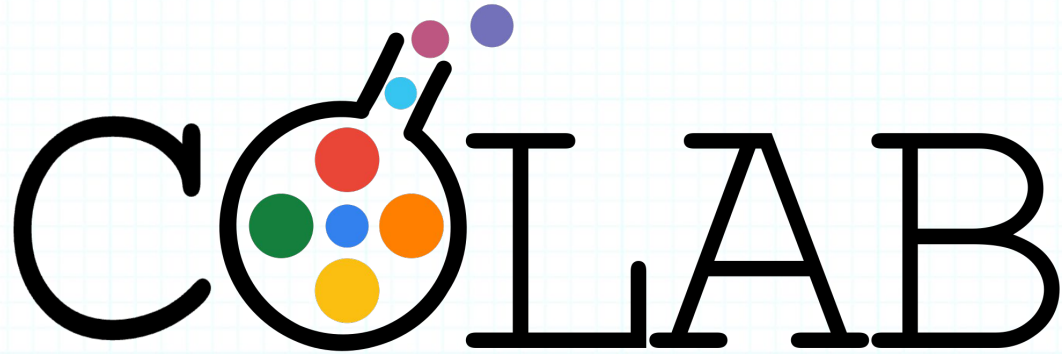
Click and  
type your  
name!



## Step 8

- Have fun!





Please feel free to email us at [hello@collaborationlaboratory.com](mailto:hello@collaborationlaboratory.com) if you have any questions.