THE HONOURABLE SOCIETY OF THE
MIDDLE TEMPLE

StarLeaf Guide

What follows is a simple step-by-step guide on how to download StarLeaf and how to access meetings on the platform.

Click the relevant option to see download instructions for your device:

- Windows computer
- iPhone
- Mac computer
- Android mobile phone

Click the relevant option to see how to access a meeting on your device:

- Accessing a meeting via computer

- Accessing a meeting via mobile phone

Please take a look at our 'Tips for Online QS' alongside this guide, to familiarise yourself with the etiquette for online Qualifying Sessions.
We've tried to make the guide as straight forward as possible but do email education@middletemple.org.uk if you have any problems.

Downloading StarLeaf on Windows

1) Go to the StarLeaf website www.starleaf.com/downloads/windows/ and click on the green 'Download for Windows' button

2) Your download should have started (you will see the Installer loading in the bottom left corner). Wait for it to finish, then click run or open it in your downloads folder.

3) Follow the instructions on the StarLeaf installer and, once this is complete, StarLeaf should now be downloaded on your Windows computer.

You do not need to register or log in. You can join a meeting as a 'guest'.
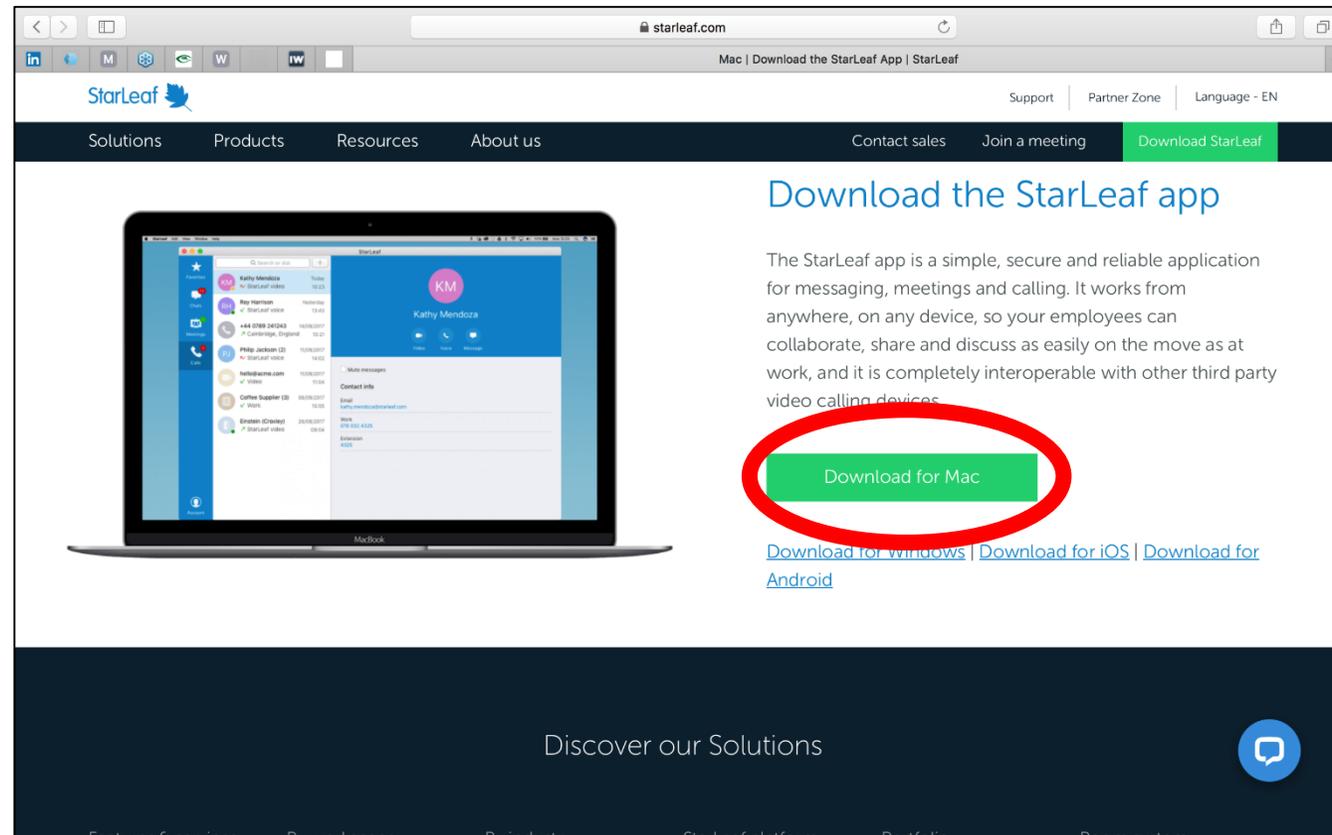
StarLeaf

Click here to see how to access a meeting via computer

Downloading StarLeaf on a Mac

1) Go to the StarLeaf website https://www.starleaf.com/downloads/mac/ and click on the 'Download for Mac' option

2) Your download should have started, wait for it to finish, then open it in your downloads folder.

3) Double click the StarLeaf icon in the installer and click open on the pop-up. StarLeaf should now be downloaded on your Mac computer.

You do not need to register or log in. You can join a meeting as a 'guest'.

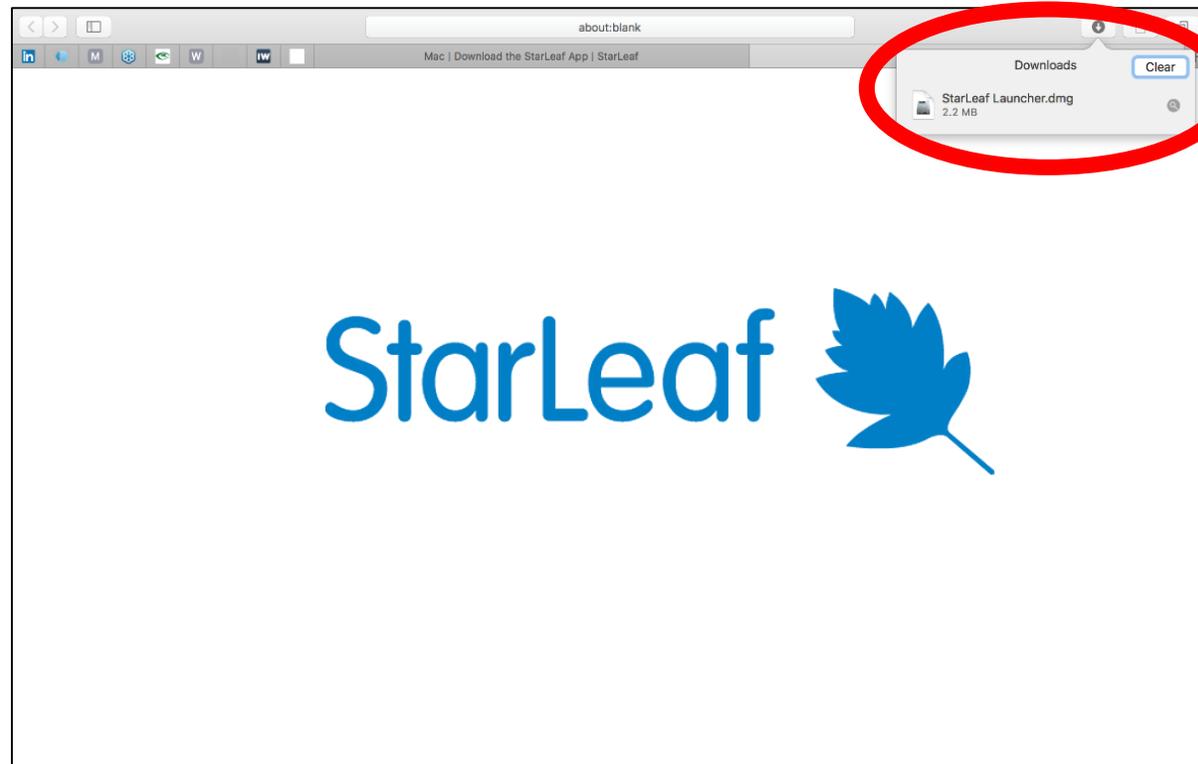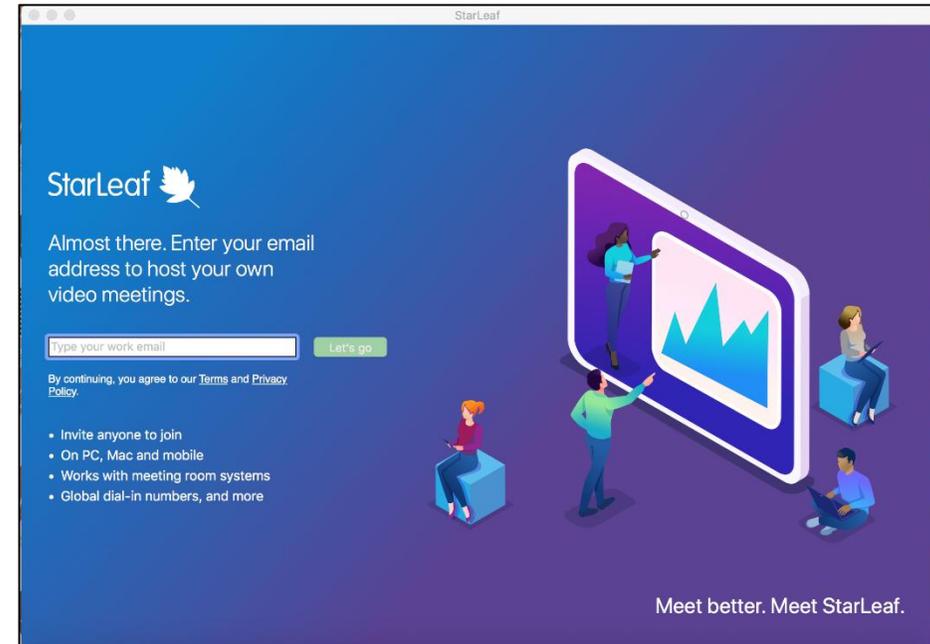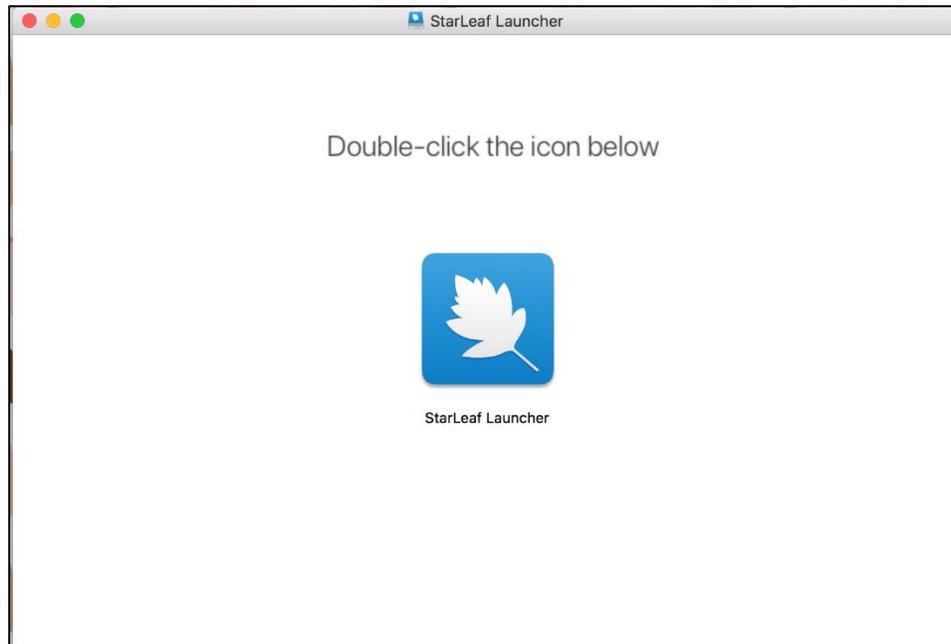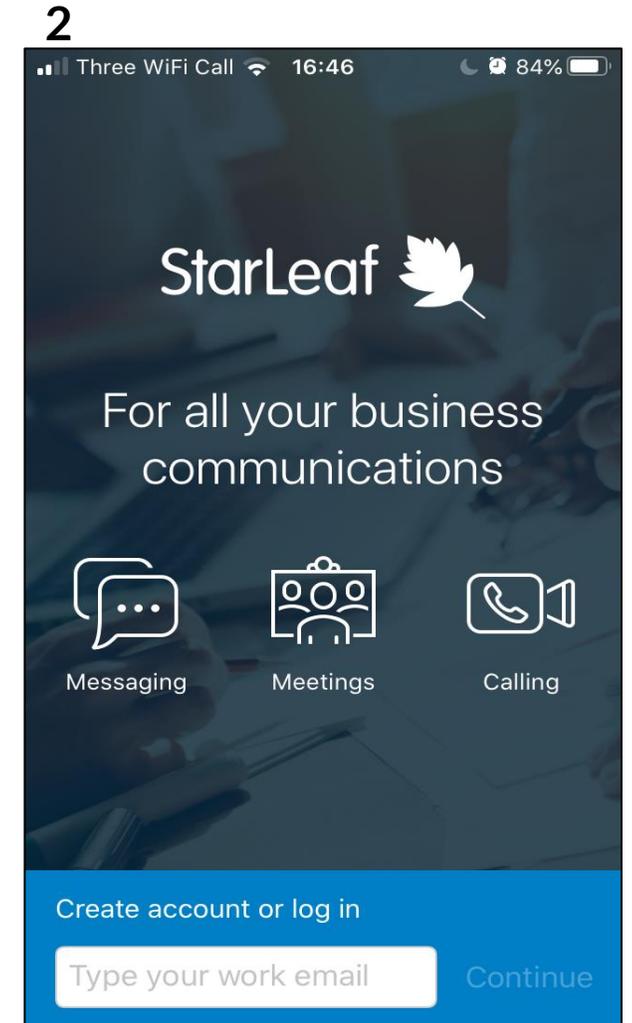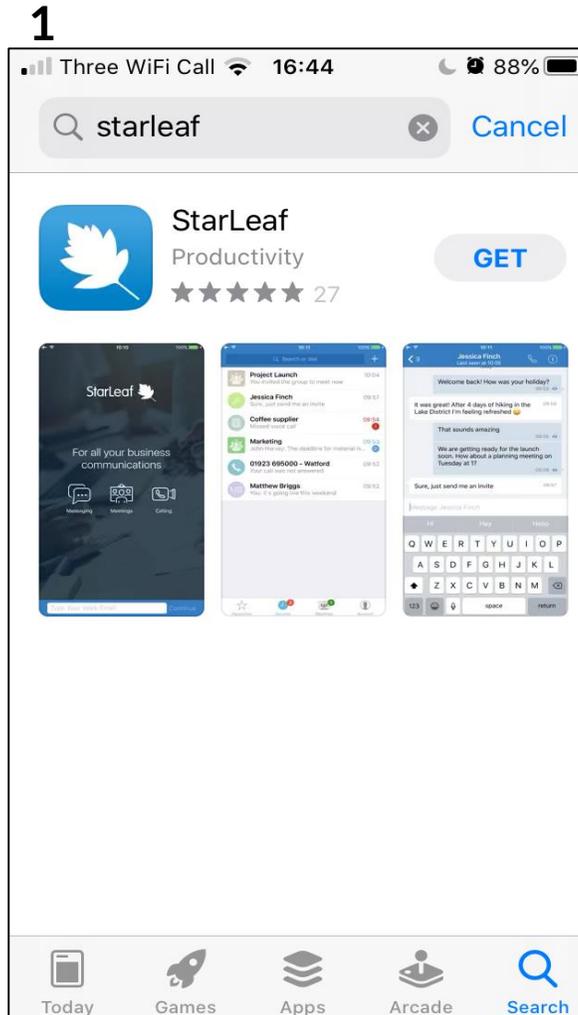## Click here to see how to access a meeting via computer

Downloading StarLeaf on an iPhone

1) Simply type in StarLeaf into the search bar and click Get/Download

2) StarLeaf is now downloaded and will be ready to use.

There is no need to sign-up/type in an email. You can use the app as a 'Guest' without registering.

Click here to see how to access a meeting via mobile

1

2

Downloading StarLeaf on an Android

1) Simply type in StarLeaf into the search bar and click Install. Once the download is complete, open the app in the Play Store or on your phone.

2) StarLeaf is now downloaded and will be ready to use.

There is no need to sign-up/type in an email. You can use the app as a 'Guest' without registering.

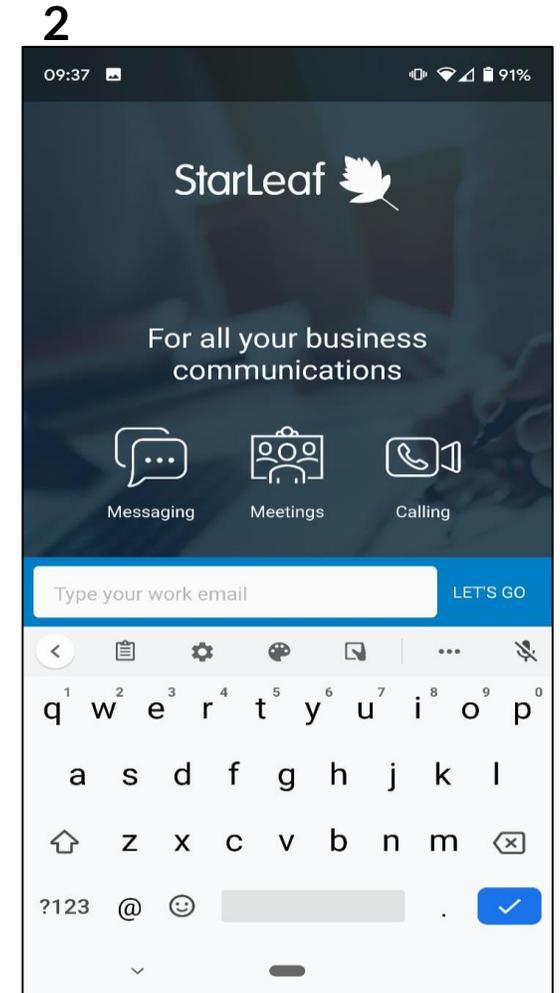[Click here to see how to access a meeting via mobile](#)
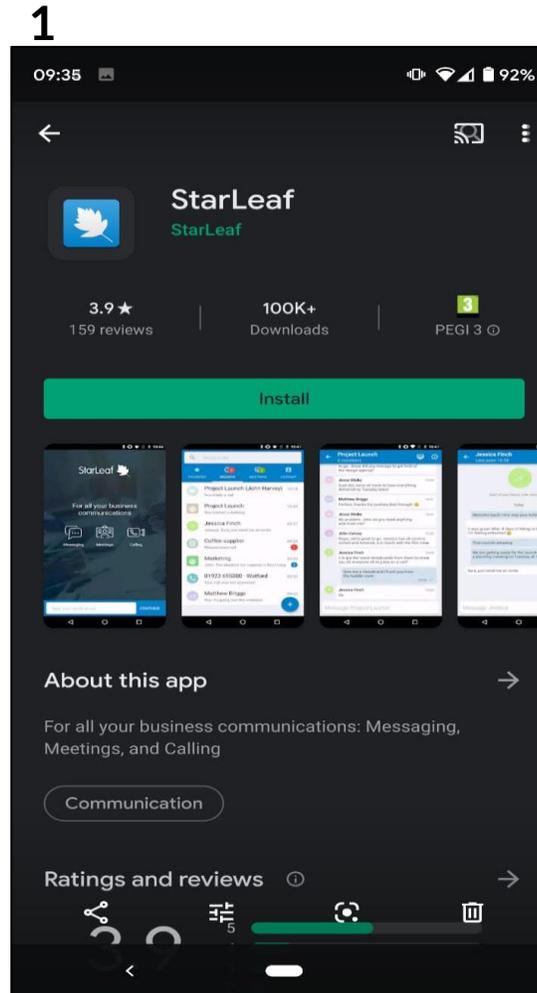
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2

Accessing a Meeting on StarLeaf via computer

1) An email will be sent to you ahead of the event* with the link to the meeting. Please click on the weblink.

between 12-24 hours before the scheduled start time.
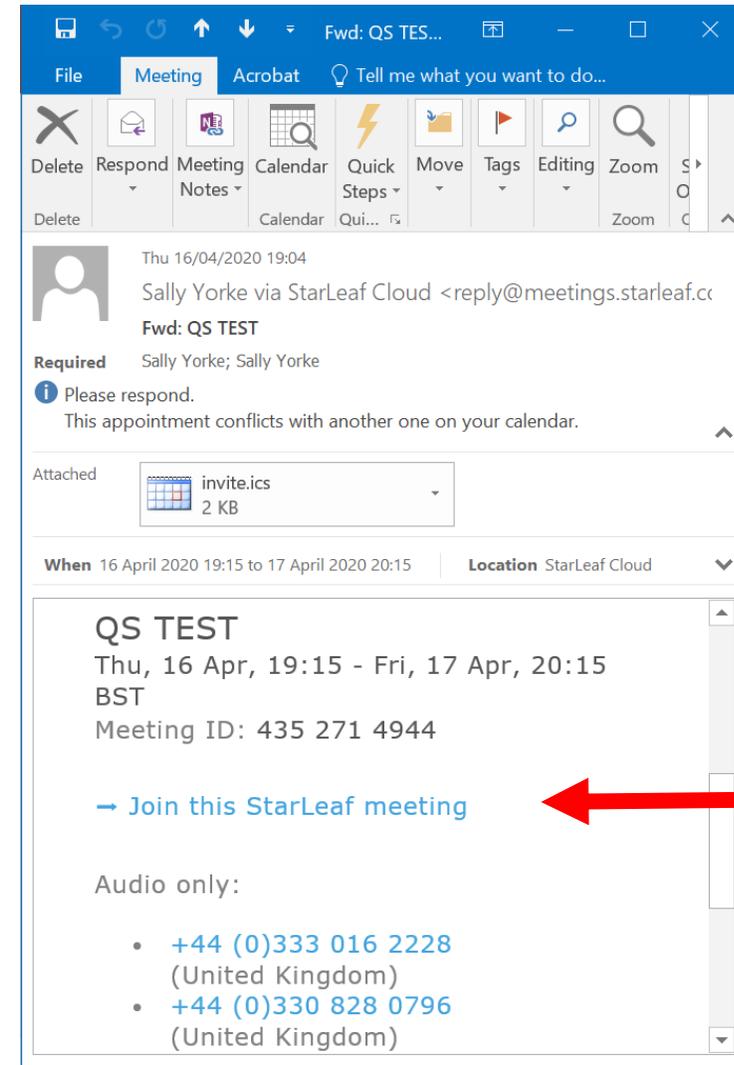
2) Your web browser will open automatically, but will then ask if you want to open StarLeaf. Click 'Open StarLeaf'.
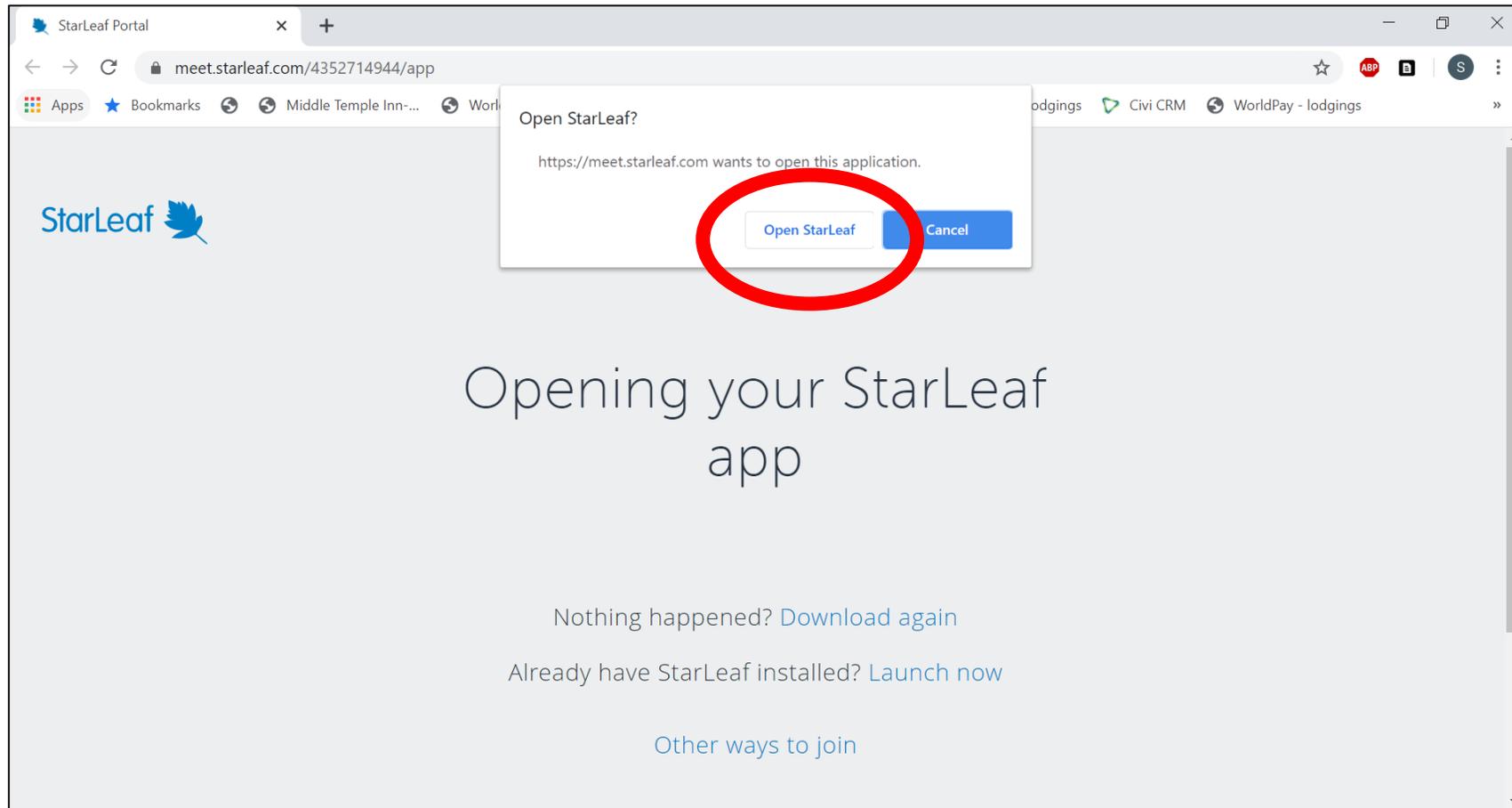
3) StarLeaf will open and you will see this screen.

Please type in your full name– no nicknames please. This is so we can credit your attendance at the QS.

Now click Join Now to enter the meeting.

4) If it is a 'spotlight' meeting (e.g. for a lecture):

- If the event coordinator/presenter is already in the meeting you will join automatically.

- However, if the event coordinator/presenter has not yet joined you'll be put in a 'virtual' waiting room, as shown. Please do not leave this room as they will be joining shortly.

If it is a smaller breakout group:

- You will join the meeting straight away and will be able to see and hear anyone else who has also joined.

- If you are early, the event coordinator/presenter may not yet be present.
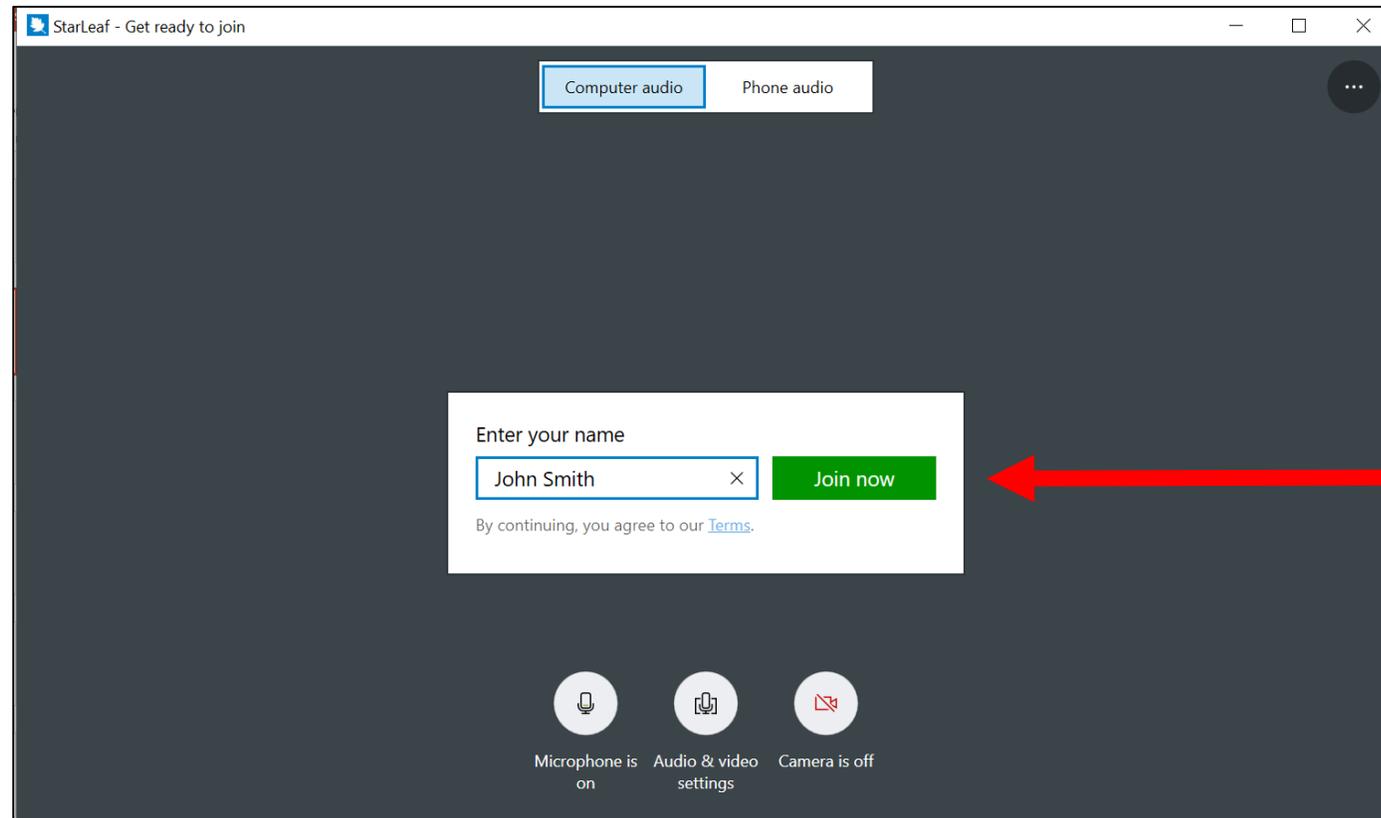
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Join my StarLeaf meeting - happening now

QS meeting

Join this StarLeaf meeting

➡️ https://meet.starleaf.com/ 4908348634/app

Join with audio only
+44 (0)333 016 2228
+44 (0)330 828 0796

Meeting ID: 4908348634

From your smartphone
+443330162228,,4908348634#
+443308280796,,4908348634#

Dial-in numbers for other countries
https://meet.starleaf.com/4908348634/ audio

2) The StafLeaf app will automatically open and you'll be taken to this screen.

Please type in your <u>full name</u> – no nicknames please. This is so we can credit your attendance at the QS.
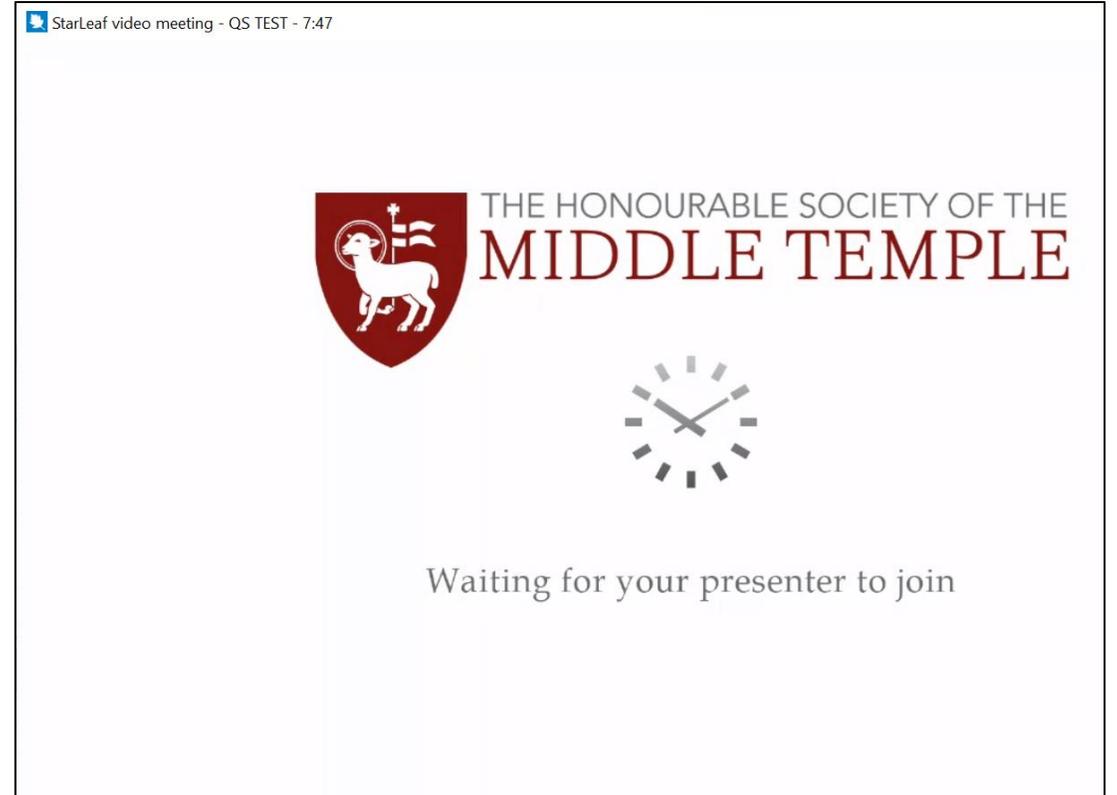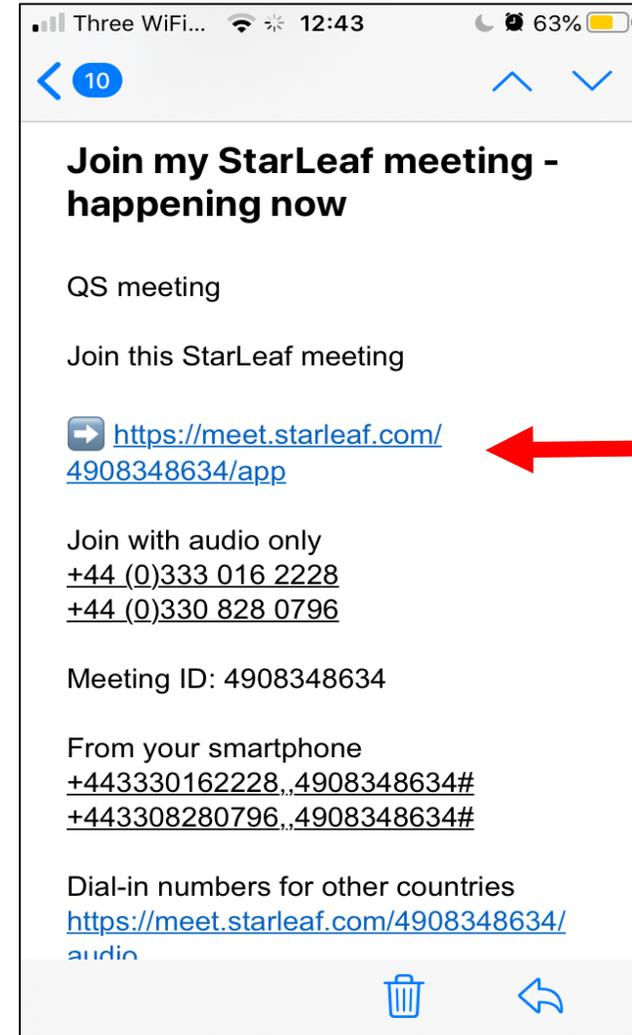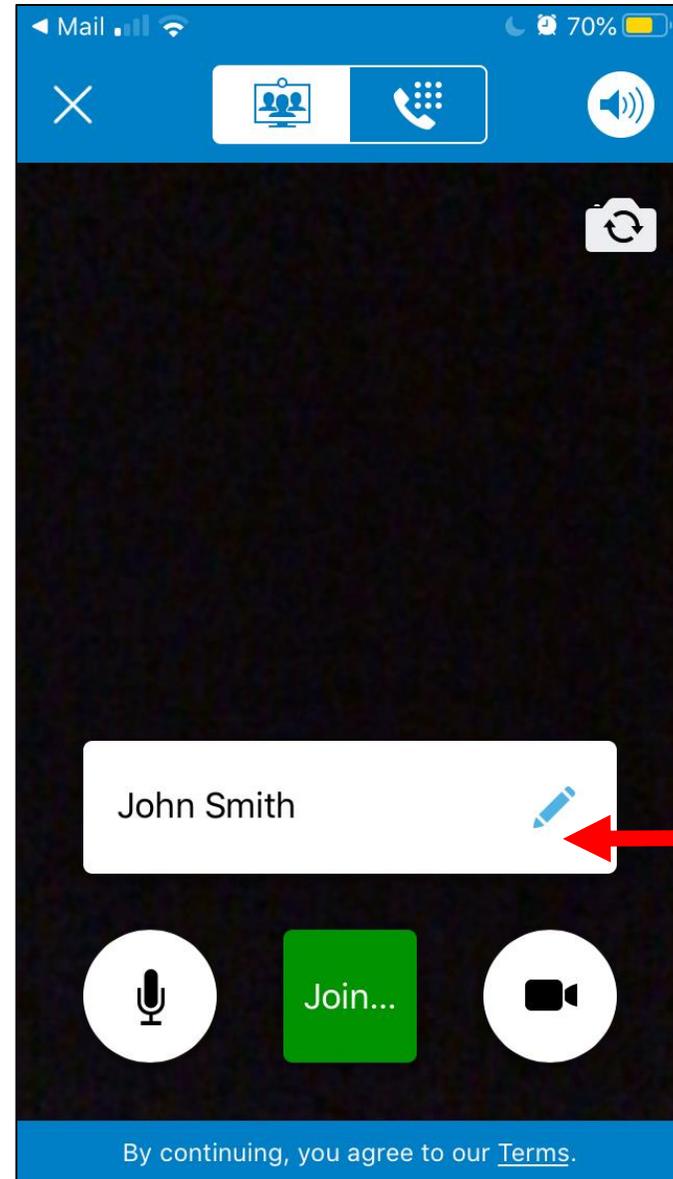
Click Join Now.

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