```
┌──────────┐     ┌──────────────┐     ┌────────┐     ┌────────┐     ┌────────────┐
│ LCC Secure│ ➜  │ Register (If  │ ➜  │ Login  │ ➜  │ Use the │ ➜ │  Useful    │
│ Web Mail  │     │ not currently │     │        │     │ Portal  │    │ Information │
│           │     │  registered)  │     │        │     │         │    │            │
└──────────┘     └──────────────┘     └────────┘     └────────┘     └────────────┘
```

1. LCC Secure Web Mail

Some emails will be sent via LCC Secure Web Mail. Follow the link below for information:
Secure Email Frequently Asked Questions

## 2. Register (If not currently registered)

If you are not currently registered for the LCC Document Portal then register by following the steps below:

- Open registration email.
- Click the link to register on LCC Document Portal.
- Complete registration form.
- Click on 'Submit' button.
- Registration reference number displayed on screen. Please make a note of this.
- Welcome email sent within 1 working day.
- Log in to the LCC Document Portal.

3. Login

If you are currently registered for the LCC Document Portal then log in by following the steps below:

- Click on the external link (in invitation email or portal welcome email).
- Enter username. Click 'Request Passcode'.
- The follow message is displayed
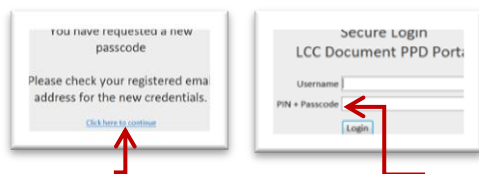
Click here to continue and then enter username, PIN and Passcode. Click 'Login'.

- Enter user name (your registered email address) and password in LCC Document Portal 'Sign In' screen.
- Click 'Sign In' to access the Portal.

4. Using the Portal

4.1 Moving around the LCC Document Portal

- Your conference spaces will be displayed.
- Click the conference space you require.
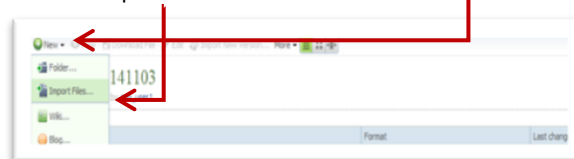- Click the 'Browse content' tab to display in conference / core group folder order.
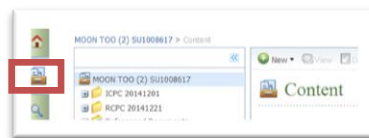
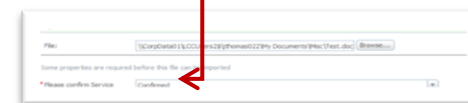### 4.2 To Download a Document from the Portal

- Highlight the document to be downloaded and select 'Download File':

- Select '**Open**' or '**Save**' from 'File Download' prompt.

4.3 To Upload a Document to the Portal

- Navigate to relevant folder. Select 'New' then 'Import Files'.

- Select 'Browse' and locate document. Select 'Confirmed' option. Select 'Ok'.

4.4 Watching conference space to monitor changes.

- Click on your user name on right hand side of screen. Select 'My Preferences'.

- Select when email notifications are sent.
- Click the conference space you require.
- Select 'Space Actions' then 'Start Watching Space'.
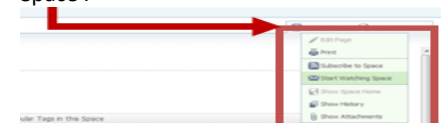
5. Useful Information

- Detailed user guides and trouble shooting guides available on the LSCB website:

  http://www.lancashiresafeguarding.org.uk/resources/child-protection-meetings.aspx

- If you are not able to find answers in the user guide or trouble shooting guide please email your query to the LCC Conference Administration team at:
  MinuteTakingServiceA@lancashire.gov.uk
  or telephone 01282 471253