



### Quick Access and Helpful Tips

- 1 Audio**  
Click this icon to mute and unmute your audio.
- 2 Webcam Sharing**  
Click this icon to start your video and click it again to stop your video.
- 3 Active Participants**  
This will show you a list of all individuals who are in attendance for the remote deposition.
- 4 Screen Sharing**  
This feature can be used to share what is on your screen with all participants. When clicked, you will be prompted to select which window you would like to share. You can use this to facilitate sharing of an exhibit without dropping the file into the chat.
- 5A Chat**  
Use chat to message all attendees, share documents and introduce exhibits to all participants and the court reporter in realtime.
- 5B Chat Window**  
When you click the chat icon from the bottom toolbar, this chat window will appear. Here is where you'll see messages and introduced exhibits.
- 6 File Sharing**  
Click this button to browse your local files and locate the exhibit files you wish to introduce. Once found, select the file (it will turn blue) and click the "Open" button to instantly place the exhibit into the chat window.
- 7 Gallery View**  
We suggest using the gallery view so all participant webcam videos will display as tiles of equal size.  
  
The default view is to "pin" the witness frame, as the above sample shows. However, if the witness frame has not been pinned by the host, you have the ability to modify the view based on your preferences.
- 8 Leave Meeting**  
Click this button to leave the deposition. Participants will no longer be able to see you or hear you and you will no longer be an active participant.