



## **Zoom Remote Deposition Tutorial**

### **Requirements:**

1. Any mobile device, i.e., I-Pads, I-Phones, Android Phones. The Zoom App must be downloaded if using the above.
2. When using a Laptop or Desktop, make sure the webcam is functional and the microphone is connected.
3. Have the latest version of Zoom installed. <https://zoom.us/download>
4. Provide us with all the attendees' emails for the deposition.

### **Instructions:**

Our Scheduling Department will forward an E-mail with the Link. When you open the link, if you did not download Zoom, you will be prompted to do so. Five minutes prior to the deposition, click on the link, which will launch Zoom. Once it opens, please prompt it to join audio and video. At this time, you will have joined the deposition.

Please have your exhibits pre-marked and uploaded onto your computer. Once inside the Zoom meeting, click on Chat. To the right side, you will see File. Please click that. Then click your Computer and select the document you want to share with all participants. The document will then be transferred to everyone within the deposition for them to download.

At the conclusion of the deposition, click on End of Meeting.