

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. For your safety and privacy, a password will be sent with an invitation in your email so you will be able to enter the secure videoconference deposition.

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 downloaded onto your computer. Exhibits may be shared from your computer seamlessly and shown to all parties' computers during the deposition by clicking on Share Your Screen. At the conclusion of the deposition, click on End of Meeting.