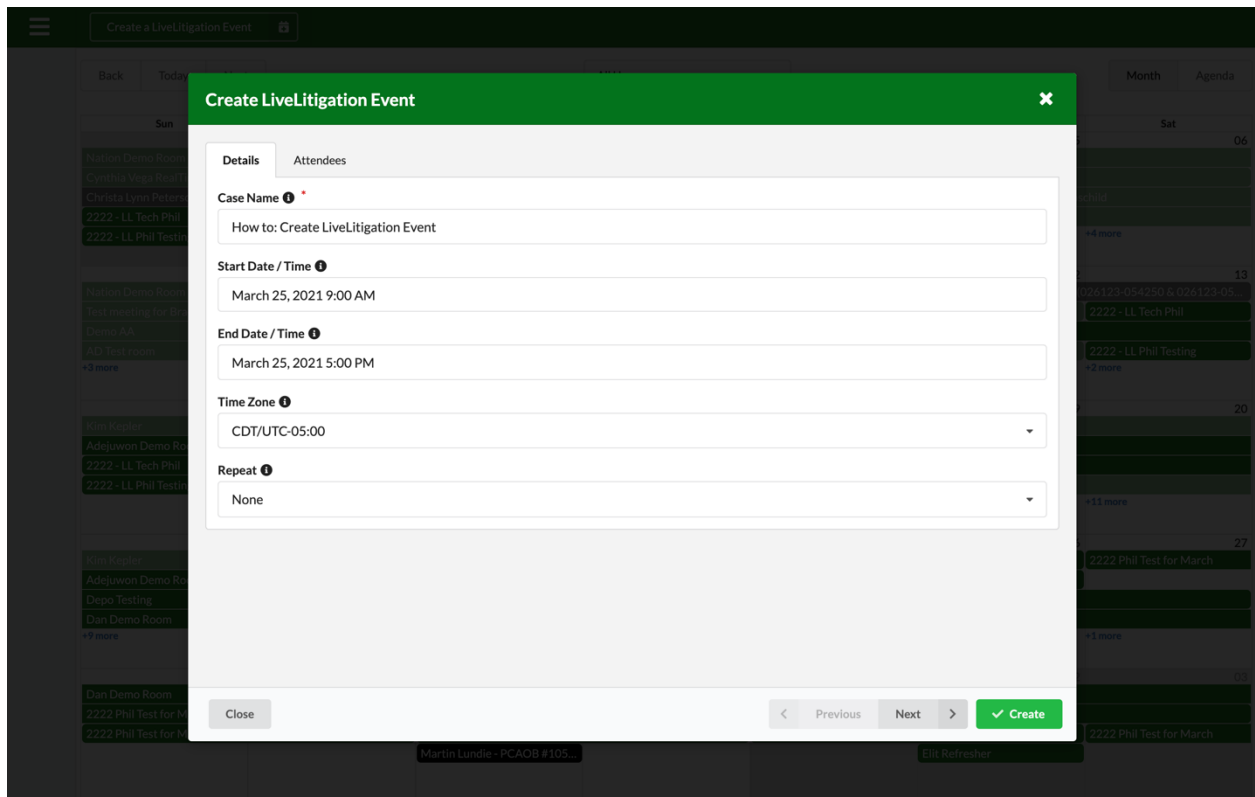
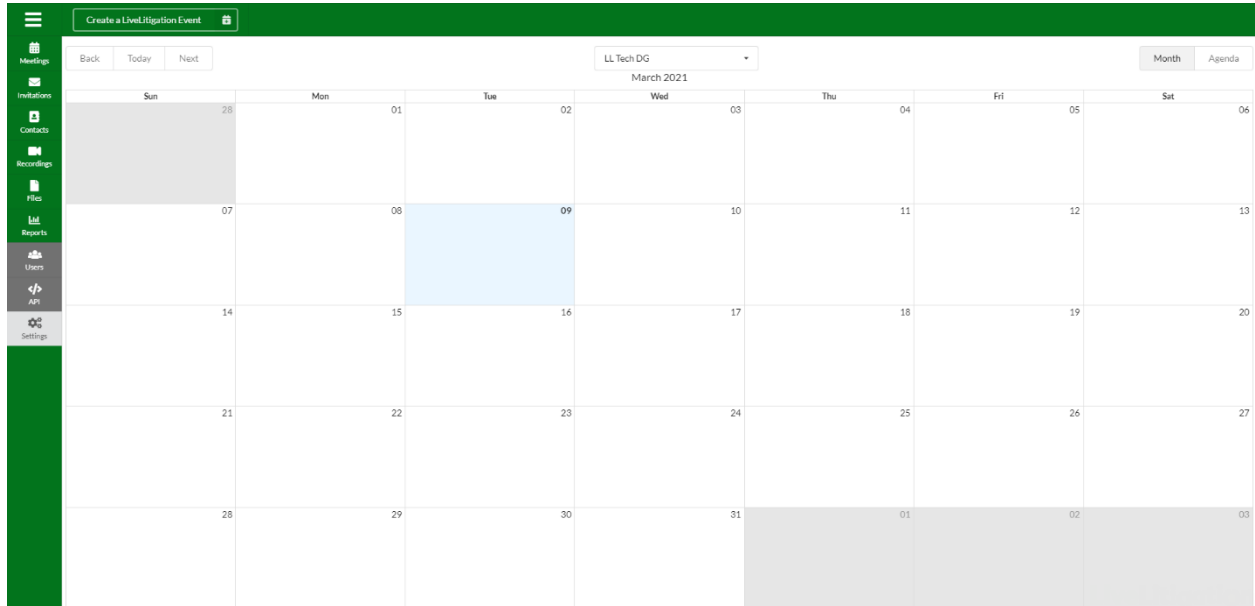
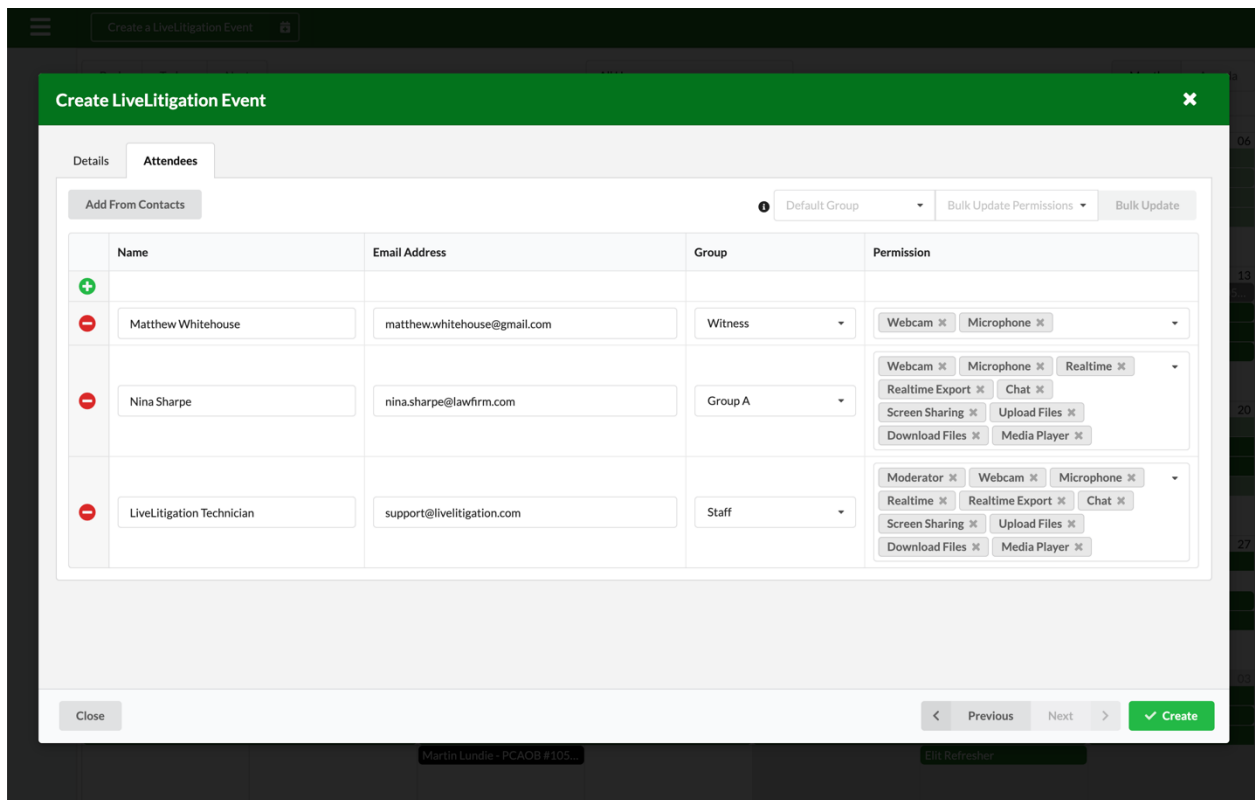


How to Create a LiveLitigation Event

- Log into your LiveLitigation account using your credentials. You will now be on the main screen, commonly referred to as the Calendar or Dashboard.
- Click on the button in the top left to “Create a LiveLitigation Event.”

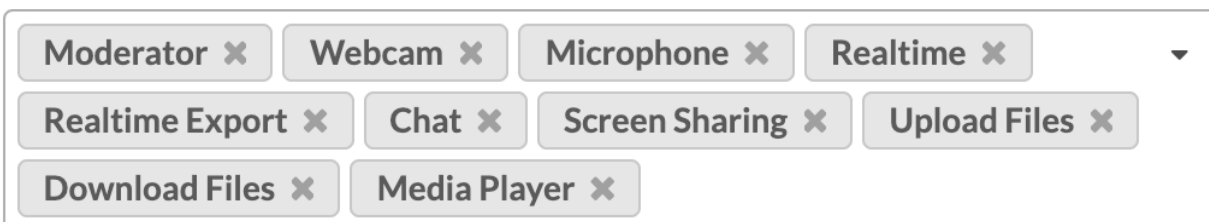


- On the Details page, enter your Case Name, date, time, and time zone. If the event is going to take longer than a day, you can adjust either the End Date or add a Repeat cycle.
 - Each Case Name should have a unique job number or code associated with it to make it easy to find.
 - Users can join a meeting ahead of the Start Time/Date as soon as they receive their invitation, but cannot join the meeting after the End Time/Date. We recommend setting the End Time a bit later in the day of the event to prevent any unintended behavior should your event go over the allotted time.
- After you complete the Details page you can click Next in the bottom right corner of the window or click on the Attendees tab at the top.



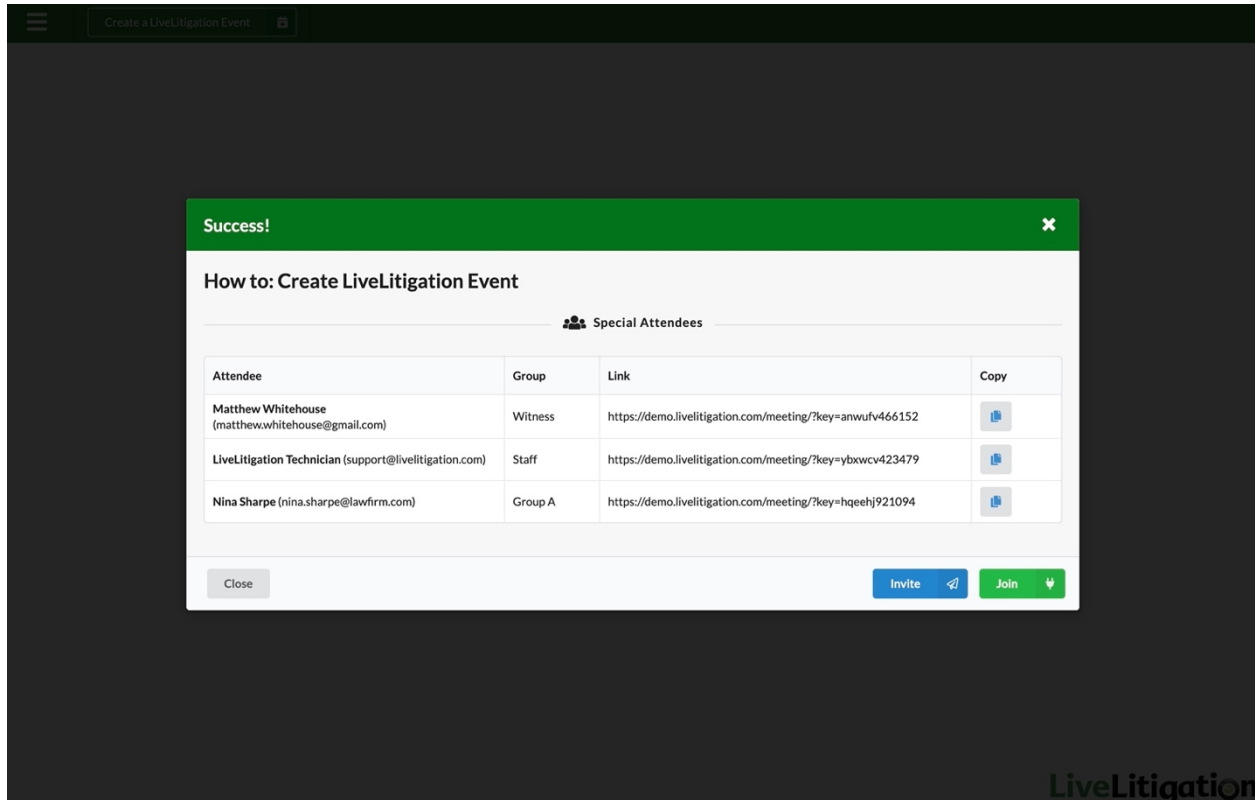
- Click on the + icon to manually add users to the stream. Fill out their name, email address, and select which Group they belong to.
 - Users who have been added to events get saved in your Contacts automatically.
 - Use “Add From Contacts” to select previously-saved users.

- Default Groups:
 - Staff: Includes the Moderator permission and should be used for Court Reporters (required for realtime streaming), Videographers, and users from the Court Reporting Agency.
 - If an Exhibit Technician has been hired to manage and show exhibits for the deposition, they should be listed in the Staff group as well.
 - Staff users are not billed.
 - Witness: Customizes the default permissions and only allows for Webcam and Microphone. Other features can be added to the Witness's connection, if necessary.
 - Defense, Plaintiff, Groups A-L: Default groups that are used for chat discussions and document sharing. Users in the same group will be able to chat with users within their group.
 - Users in Group A cannot see the chat from any other Group.
 - Documents uploaded to be used as Exhibits can be shared to an entire group or to individual users.








- Permissions: Settings to allow/disallow certain features for individuals.
 - Moderator – Allows the user to have additional tools, such as muting other people or kicking a user.
 - Webcam: Allows the user to use their Camera.
 - Microphone: Allows the user to use their Microphone.
 - Realtime – Allows the user to see the realtime transcript.
 - Realtime Export – Allows the user to Save the realtime transcript.
 - Chat – Allows the user to Chat with their Group or Staff.
 - Screen Sharing: Allows the user to share their screen or application window.
 - Upload Files – Allows the user to Upload files in the deposition (requires setting up a free login to the LiveLitigation file repository).
 - Download Files – Allows the user to Download files shared/submitted in the deposition.
 - Media Player – Allows the user to play video or audio files from certain websites.

- Using the Default Group and Bulk Permissions options exist if you'd like to edit a group's permissions and apply it to everyone within that group.
 - In the top right of the Attendees tab, select a Default Group and then choose which permissions you'd like to adjust.
- When you are done adding users and setting permissions, click on the Create button in the bottom right.



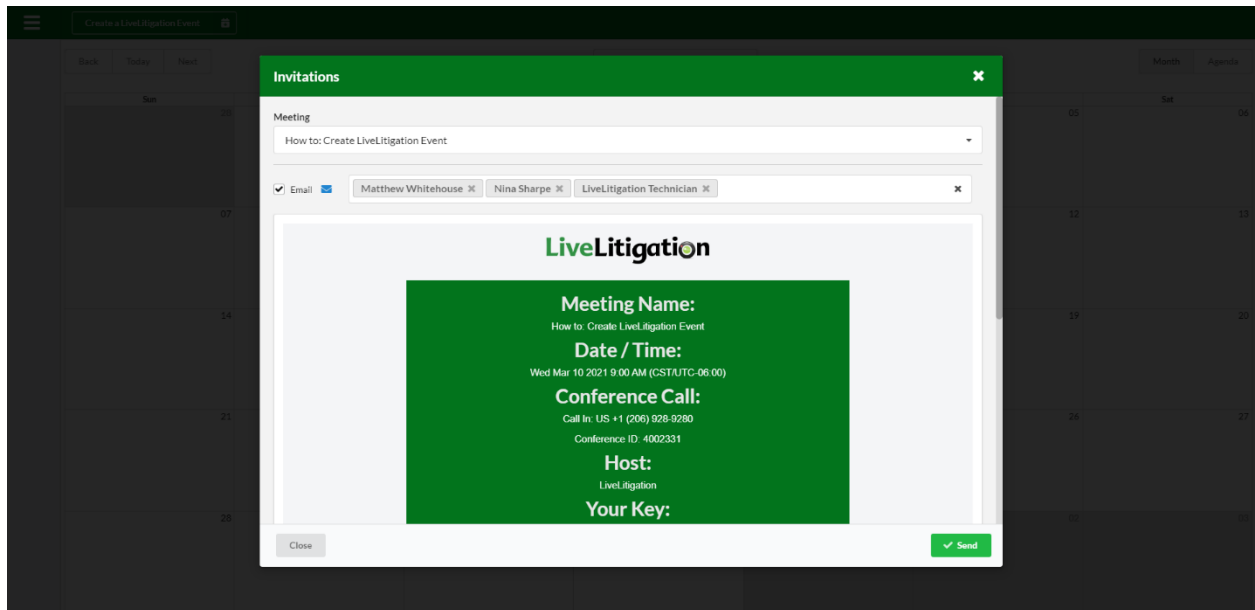
The screenshot shows a 'Success!' notification window titled 'How to: Create LiveLitigation Event'. The window displays a table of 'Special Attendees' with columns for Attendee, Group, Link, and Copy. The table lists three attendees: Matthew Whitehouse (Witness), LiveLitigation Technician (Staff), and Nina Sharpe (Group A). At the bottom of the window, there are 'Close', 'Invite', and 'Join' buttons.

Attendee	Group	Link	Copy
Matthew Whitehouse (matthew.whitehouse@gmail.com)	Witness	https://demo.livelitigation.com/meeting/?key=anwuf466152	
LiveLitigation Technician (support@livelitigation.com)	Staff	https://demo.livelitigation.com/meeting/?key=ybxwcv423479	
Nina Sharpe (nina.sharpe@lawfirm.com)	Group A	https://demo.livelitigation.com/meeting/?key=hqeehj921094	

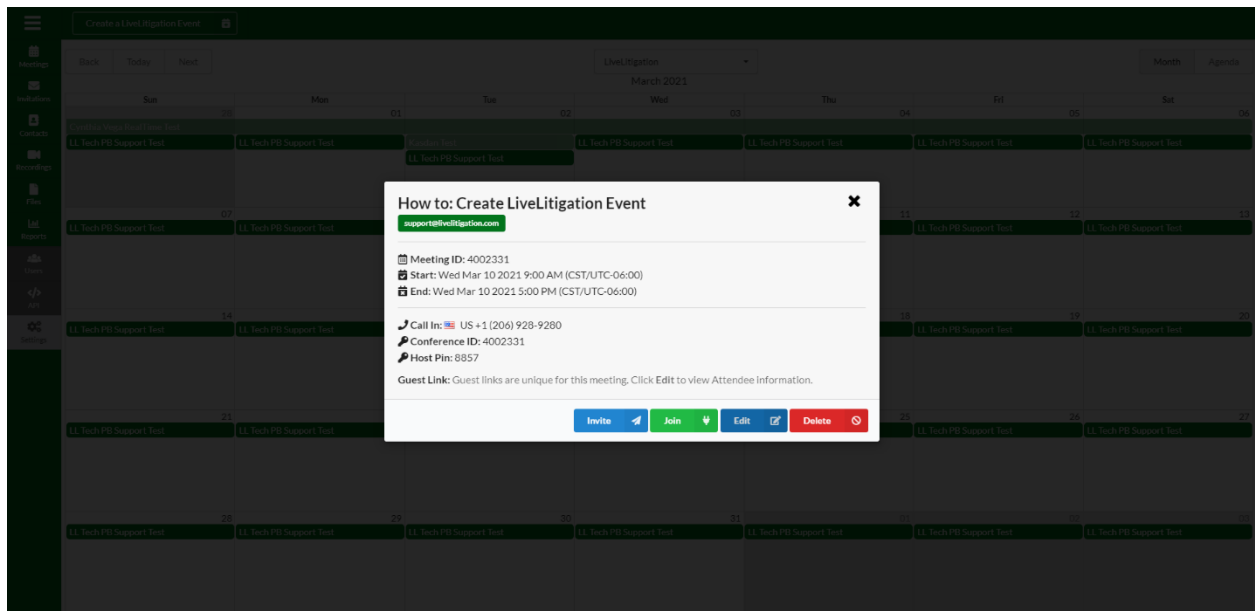
Close Invite  Join 

LiveLitigation

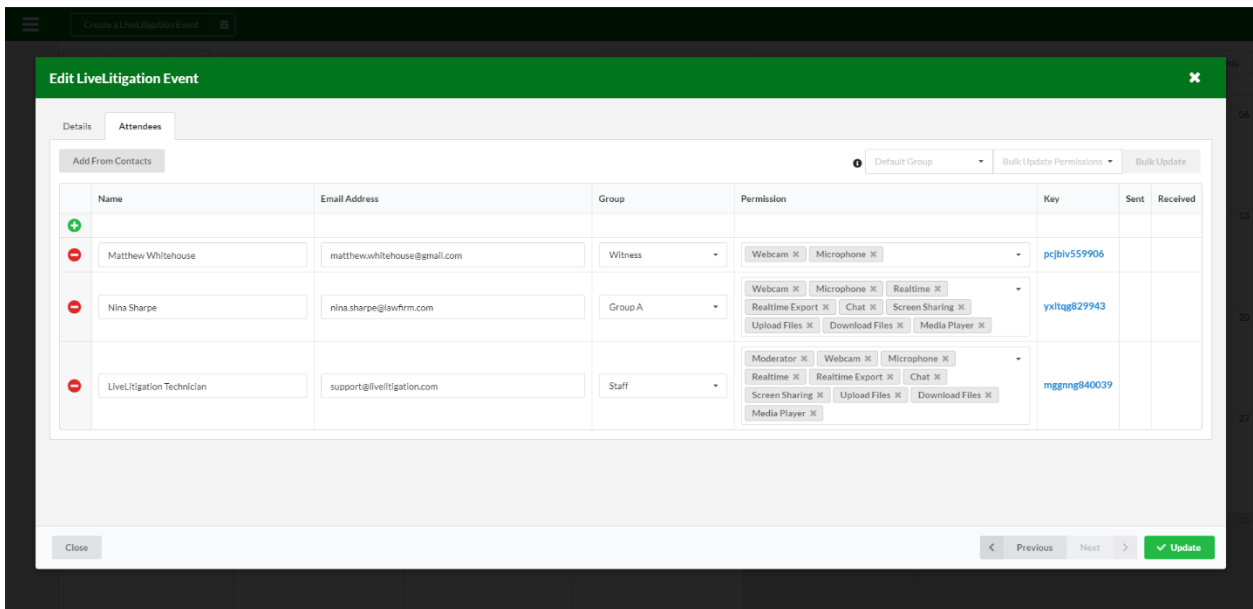
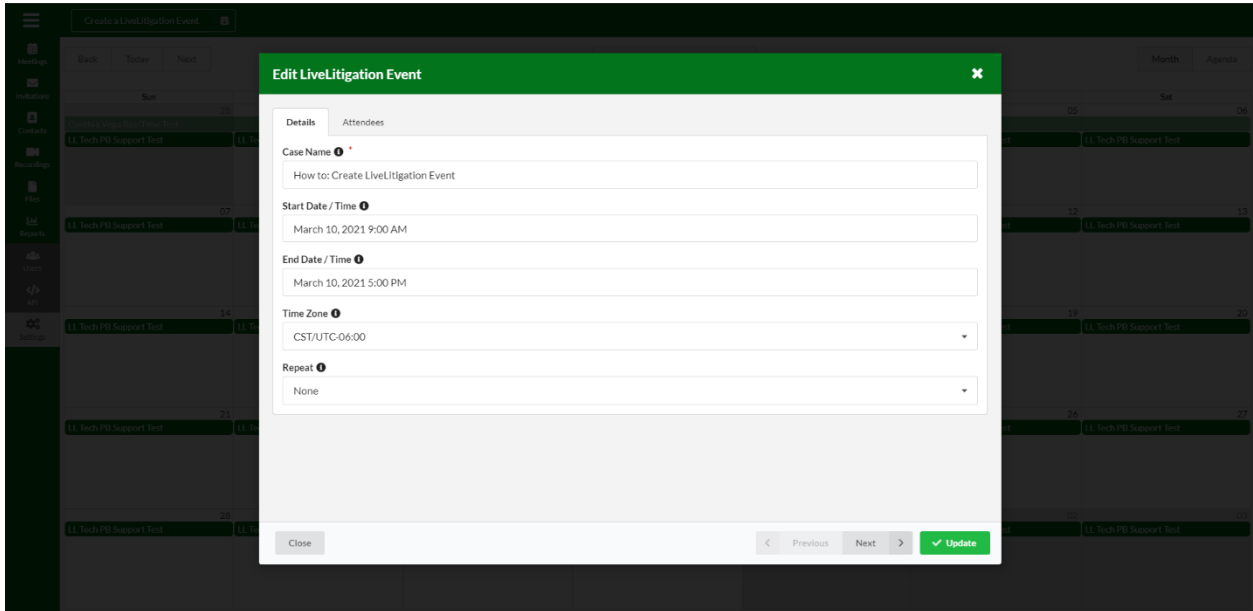
- To send invitations for your event, click Invite on the Success page.
 - All users are automatically in the address box; delete users if necessary.
 - Click Send when you're ready to send your invitations.



- After each job is created you will see the job on the Calendar Screen. You can Edit these jobs at any time to add users, change permissions, or even resend invites. Click on the case name on the calendar to bring up the following window. You can select Invite, Join, Edit, or Delete. Choose Edit.



- Select Edit to change Details (date and time) or Attendees (new participants, change permissions).



- Click Update once you're done.