



Huseby.com

HusebyConnect

Your Live Event



VIDEO, AUDIO, AND SCREENSHARE



SPLIT TILES TO MULTIPLE SCREENS



calendar@huseby.com



(800) 333-2082



www.Huseby.com

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YOUR LIVE EVENT

The day of your event has arrived! Here are a few things to know when getting started:

KICK-OFF HOST

Your Huseby Kickoff Host will join your event 30 minutes prior to the start time of your scheduled event.

They will ensure that all participants are connected properly and will answer any questions.

SECURE LINK

All participants received a secure event link via email upon scheduling and are asked to join 30 minutes prior to the start time.

This allows your Huseby Kickoff Host to assist with any technical difficulties prior to the set start time.

LIVE SUPPORT

All participants will have access to Huseby's expert on-demand support during your event.

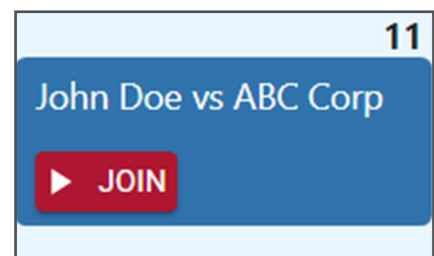
Our techs will help to ensure your event runs smoothly, and make certain everyone maintains a reliable connection.

JOINING YOUR EVENT

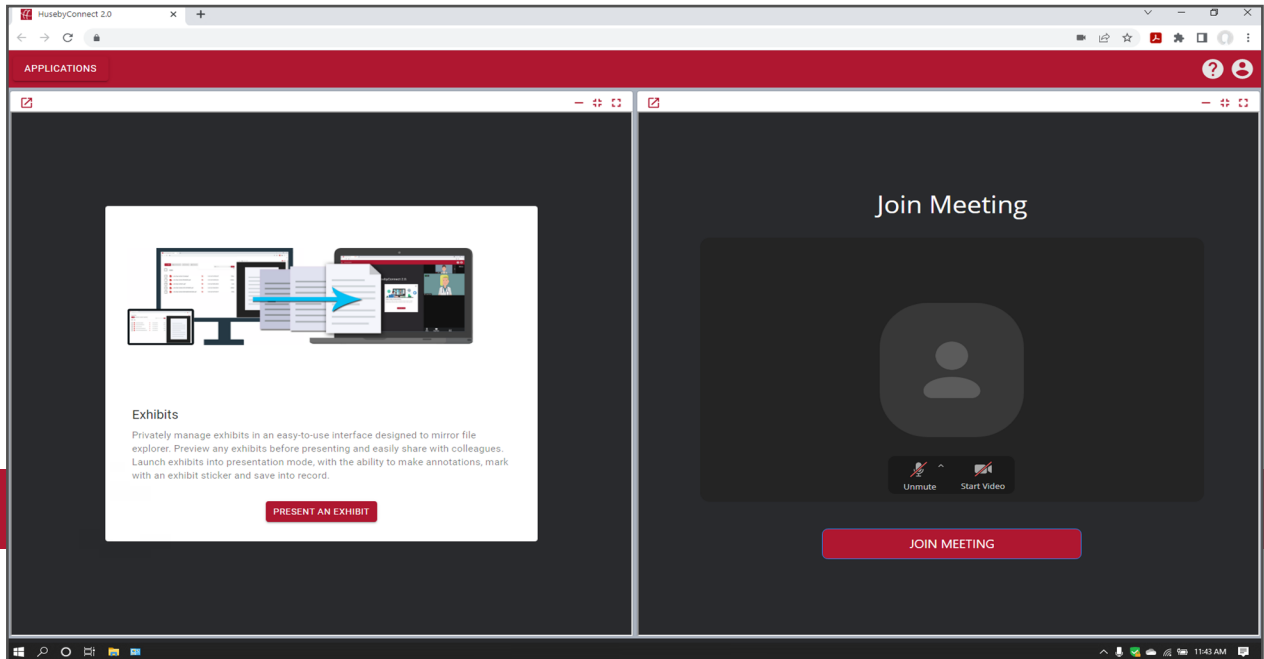
There are two ways for you to join your event: the **HusebyConnect** portal or a secure email link.

To join via **HusebyConnect** portal, follow these steps:

1. Visit **www.connect.Huseby.com** and login.
2. On the **SCHEDULE** tab, your calendar view will automatically display today's date on the month view. Displayed on your event in red, select **JOIN**.



3. Both of your tiles will populate: **Exhibits** and **Video, Audio, Screensharing**.



To join via secure email link, follow these steps:

1. Open your event invite sent via email.

When: November 02, 2022 08:45 AM EDT

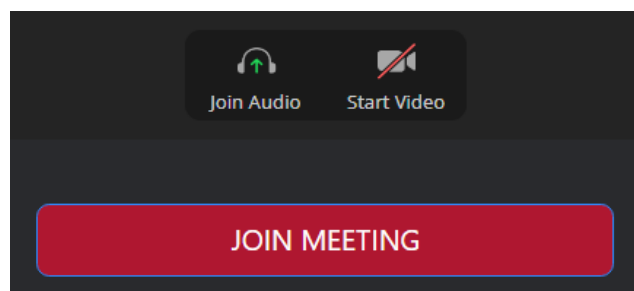
Link: <https://events.huseby.com/rm/xlsKbwCvjEtO/>

2. In the email, simply click the link and you will be entered into the event room.

EVENT PASSCODE TIPS: When scheduling a remote event, client can choose whether everyone must have a username and password, OR if deponent or other participants can login as guests (entering name and e-mail). Huseby can send the invites/direct links to those participants OR can provide a guest link to the client and client can distribute.

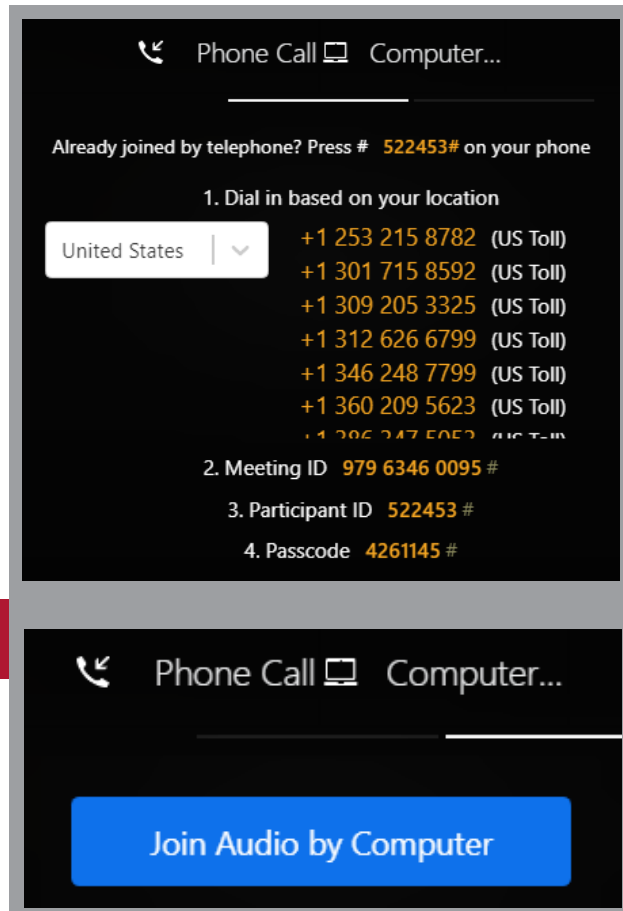
In your event invitation, an attached v-cal has an event link that can be added to your personal calendar. With this link, go directly into the event - exhibits that were pre-uploaded into your Manage Exhibits module will be auto-uploaded to your live event exhibits module!

3. Select **JOIN MEETING** on the **Audio, Video, Screensharing** tile.



CONNECTING YOUR AUDIO AND VIDEO

Now that you have entered the event room and selected JOIN MEETING on the Video, Audio, Screensharing tile, follow the steps below to connect your audio and video:

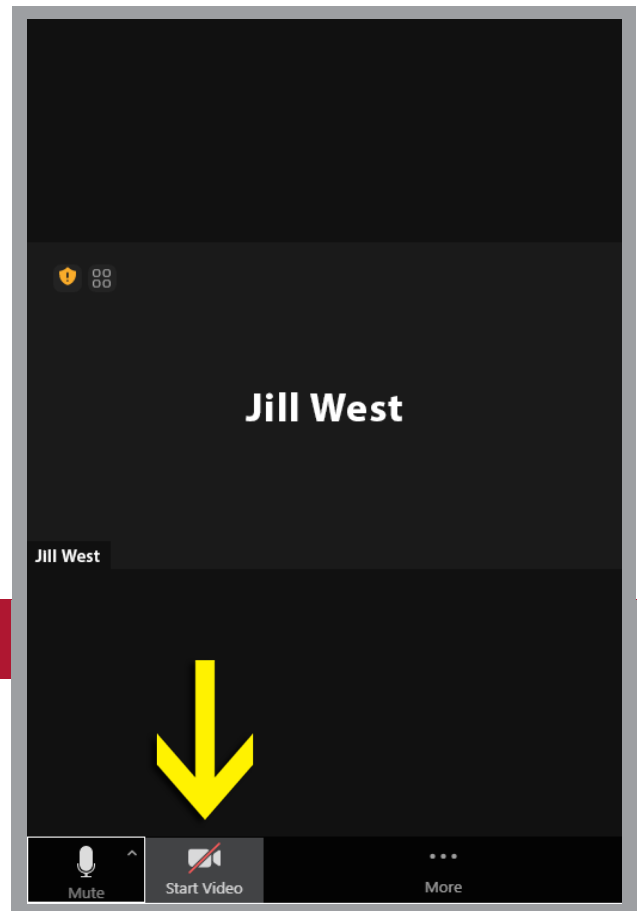


AUDIO:

Choose to join audio by **PHONE** or by **COMPUTER**.

If by phone, your call-in information will display.

If by computer, click the blue Join Audio by Computer button to connect.



VIDEO:

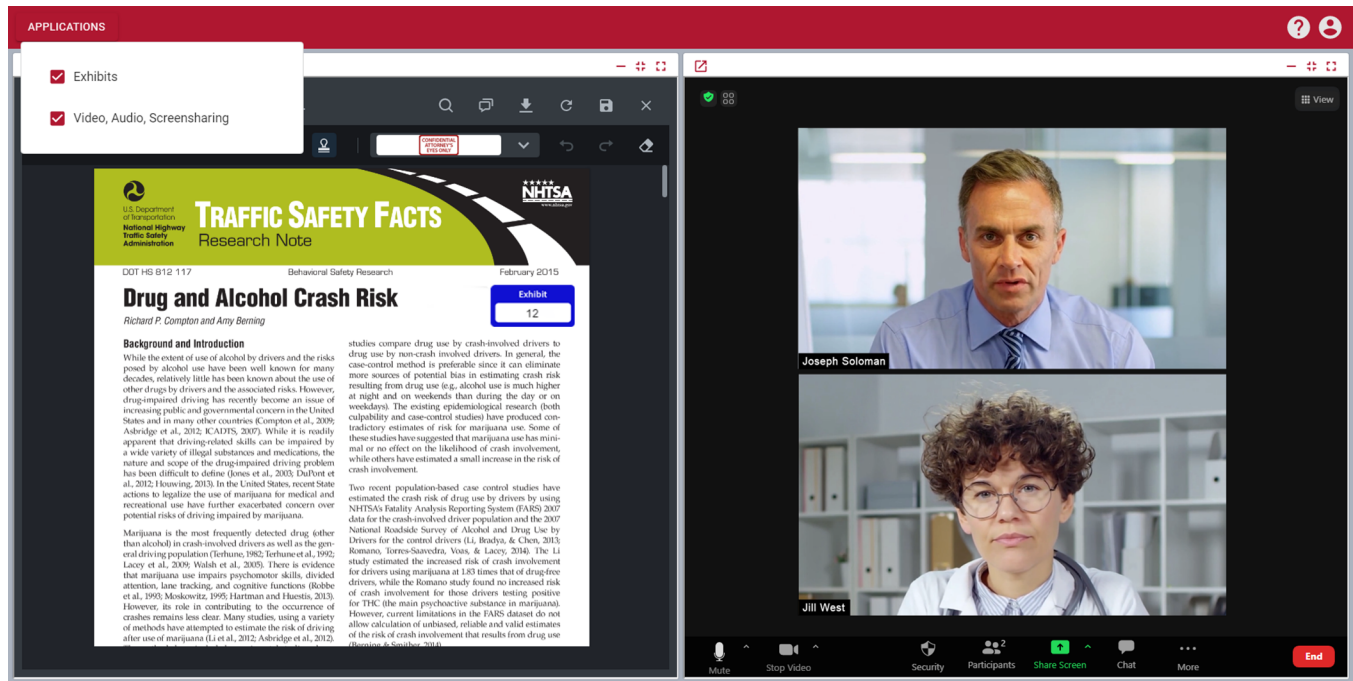
Click **START VIDEO** icon to enable your video feed. The drop-down to the right of the icon allows you to select a camera and/or to mirror your video.

Under **More / Settings**, you can select **Video** for other camera options and **Background** to set background image.

NOTE: You may control your audio (mute/unmute) by selecting the **Microphone icon** and your video (start video/stop video) by selecting the **Video Camera icon**. Both are located in the bottom left of the Zoom section of your screen.

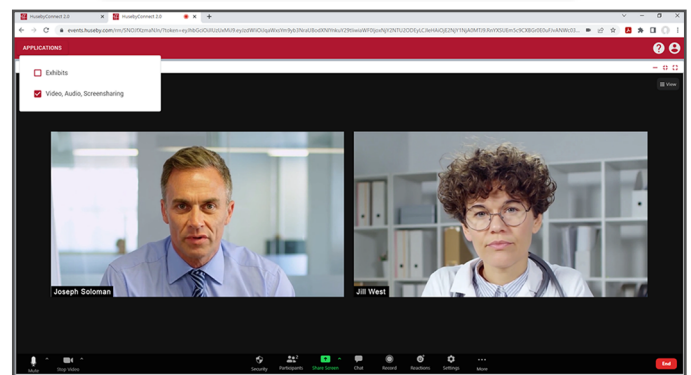
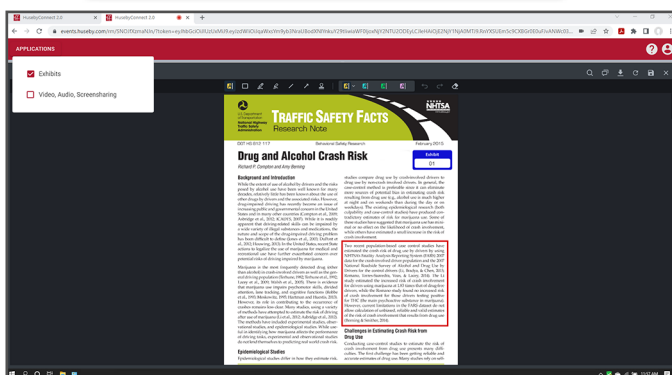
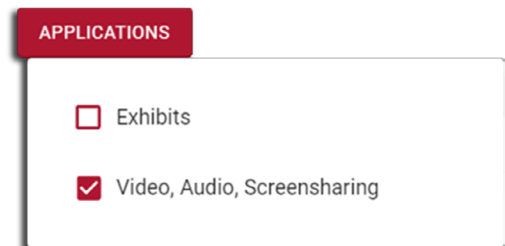
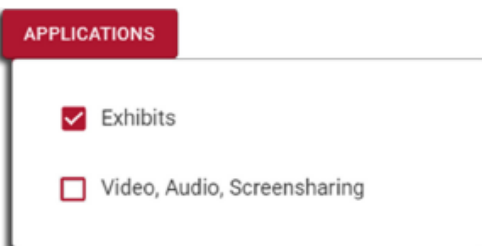
UTILIZING TILES TO PERSONALIZE SCREEN and NAVIGATE EVENT

HusebyConnect is the only remote deposition application to utilize **tiles** - allowing you to fully customize your deposition experience, and provide you the flexibility to personalize your screen layout.

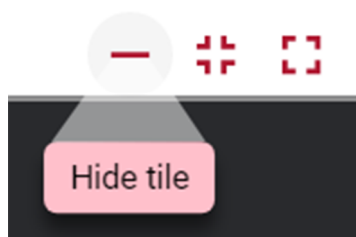


ADD OR REMOVE TILES FROM YOUR SCREEN

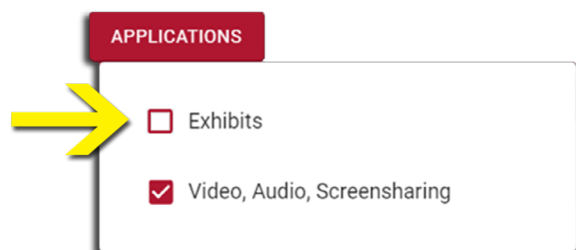
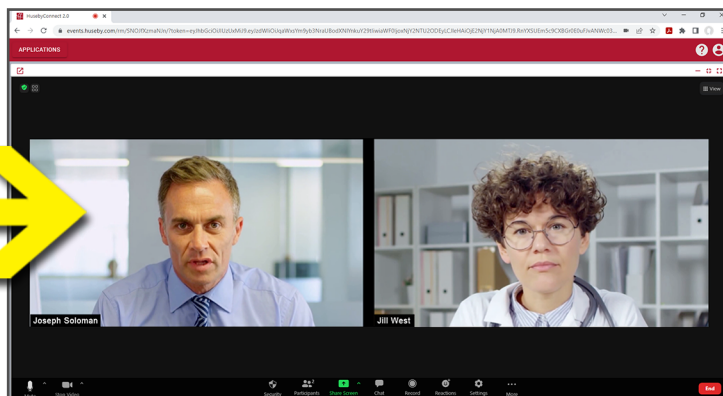
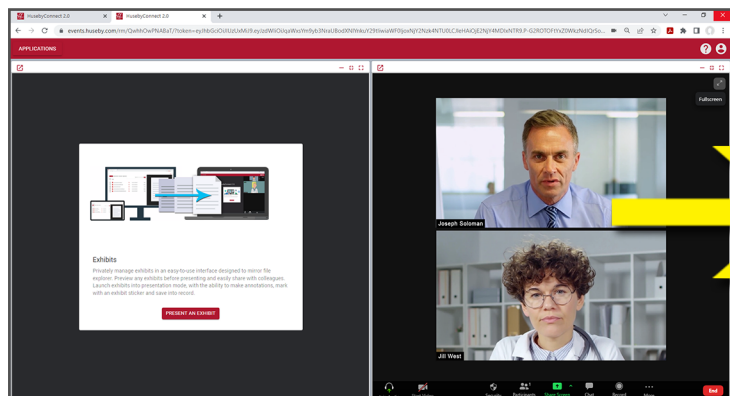
The "Applications" button features checkboxes to add or remove tiles from view. Simply re-check the **Exhibits** or **Video, Audio, Screensharing** button to add that tile back to the screen.



TILE VIEWS

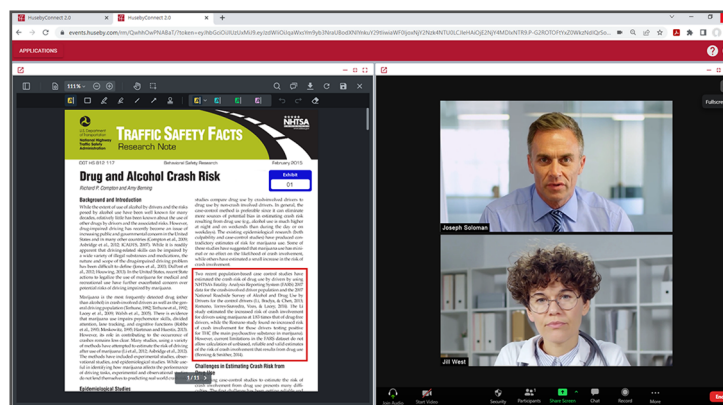
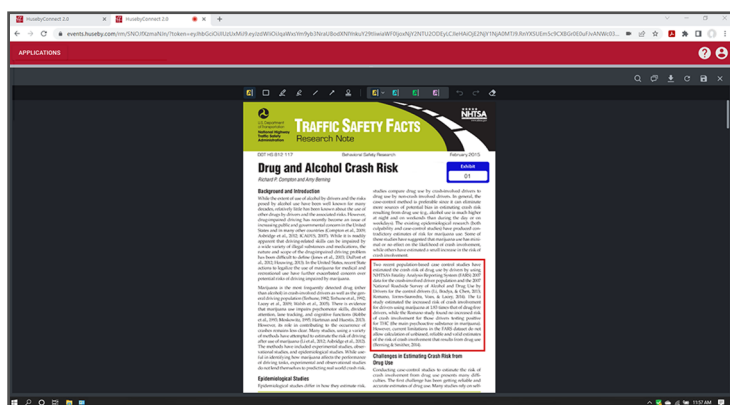
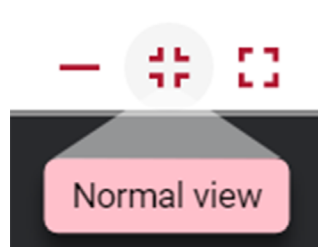
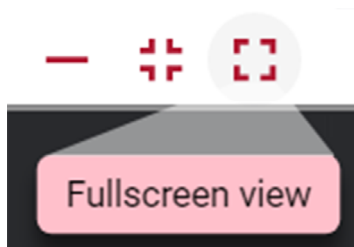


The **HIDE TILE** icon allows you to hide either the **EXHIBITS** tile or the **VIDEO, AUDIO, SCREENSHARING** tile. The unhidden tile then jumps to full-screen.



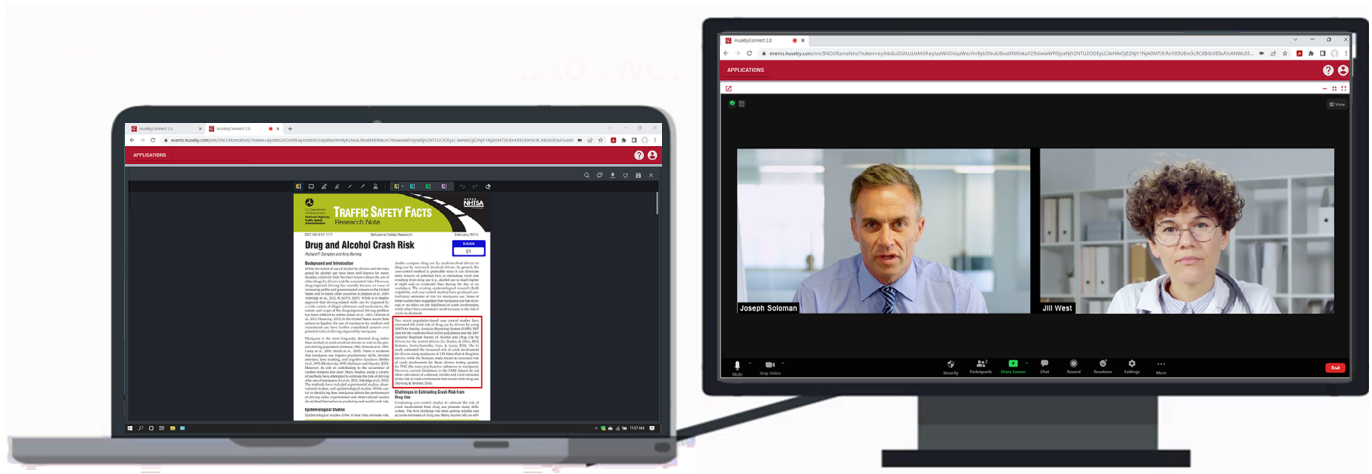
(left) When a tile is hidden, click the **APPLICATIONS** button, then checkmark the hidden application to repopulate it.

(below) View a tile in fullscreen mode by clicking the **FULLSCREEN VIEW** icon. Return to normal screen mode by clicking the **NORMAL VIEW** icon.



DUAL MONITOR OPTIONS - VIEWING TILES ON SEPARATE SCREENS

You can easily view video feed and exhibits on separate monitors!

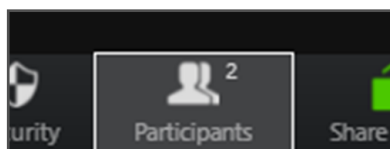


Extend application into separate browser tab

To view **EXHIBITS** tile on one screen and **VIDEO** on another, simply select the **Extend Application into Separate Browser Tab** icon located at the top left of either tile and that tile will open in a new window. Then drag-n-drop the tile/window to a second screen.

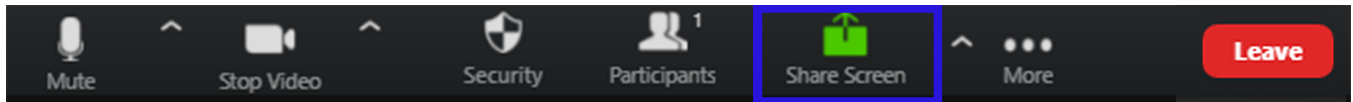
PARTICIPANTS

To view a list of participants currently in the event, click the Participants button located at the bottom of your screen.

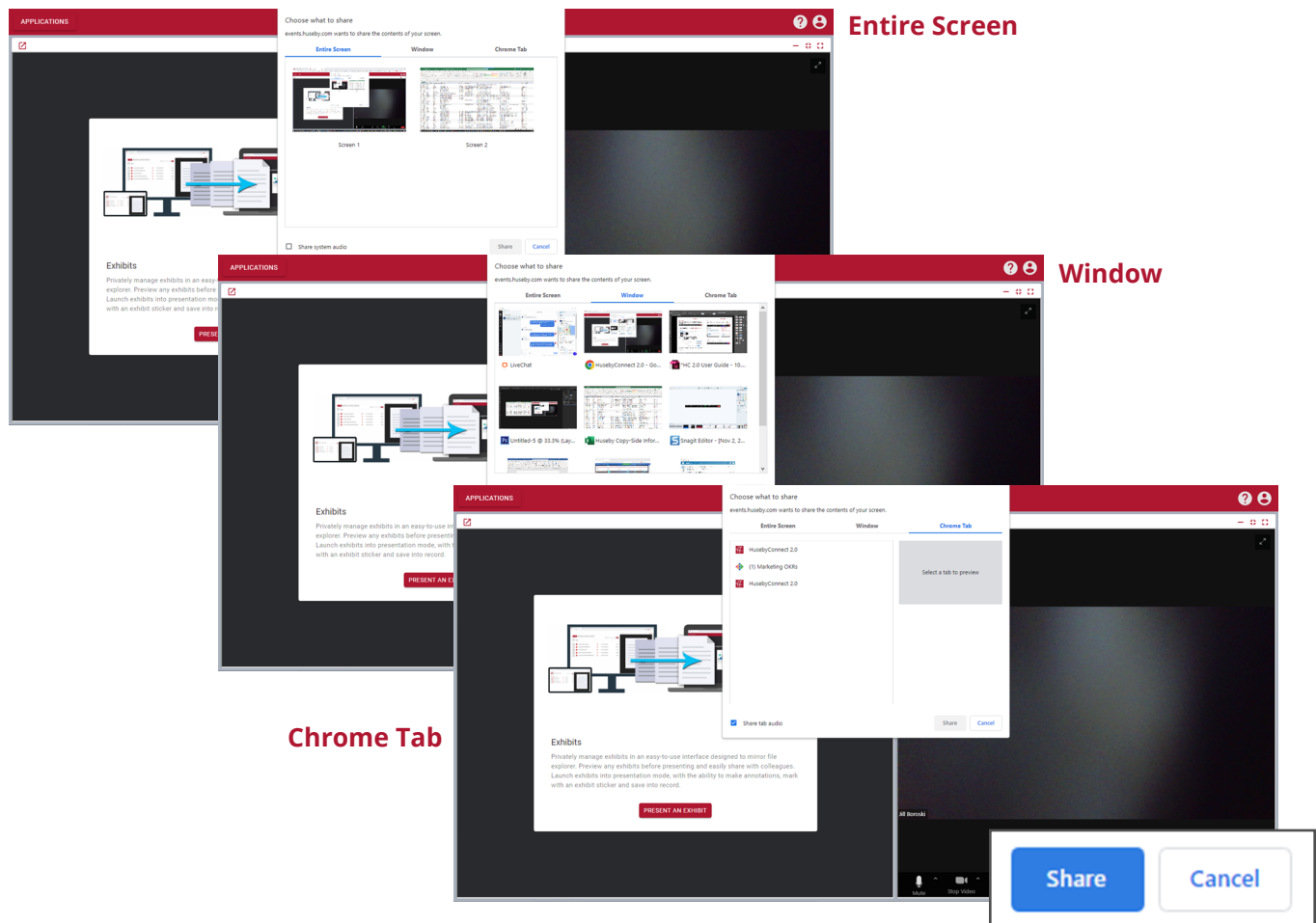


SCREENSHARE

For exhibits that are not loadable in **Exhibit Presentation** mode, such as Excel files, videos, or all non-PDF exhibits, select the green **Share Screen** button located at the bottom of your Video tile.



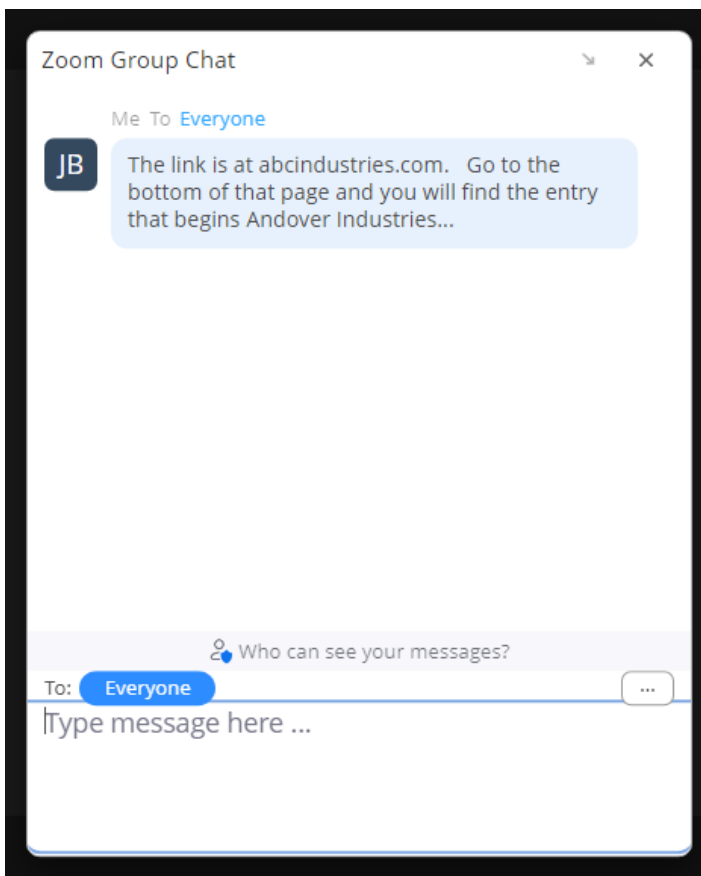
Once selected, you will have the option to share your entire screen, a window on your local device (I.e. Excel application), or a web page (**NOTE: The file you wish to share must already be open on your device in order to share it**).



Once you select what you would like to share, select the **SHARE** button. If you would like to share audio, please check the **Share Audio** box at the bottom left of the **Share Screen** option box.

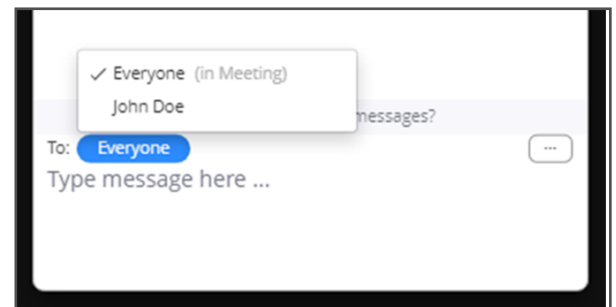
CHAT

To send a group chat to everyone in the event room, select the **Chat** box located at the bottom of your screen. Once selected, type your message and hit Enter on your keyboard.



NOTE: You can choose to send a chat to **everyone**, or to send a note **privately**.

Huseby can block this feature at your request.



LEAVE

To leave the event, select **Leave** in the red box on the bottom right of your screen.



SUPPORT DURING YOUR EVENT

Your Huseby Kickoff Host will join your event 30 minutes prior to your event to assist participants with any technical difficulties. Practice / testing sessions are also available prior to your event. To schedule a practice / testing session, please visit this link:

<https://connect.huseby.com>

ON-DEMAND SUPPORT

To access on-demand support during your live event, please contact our **Remote Deposition Team**:

(800) 456-9424

or

remotedepos@huseby.com