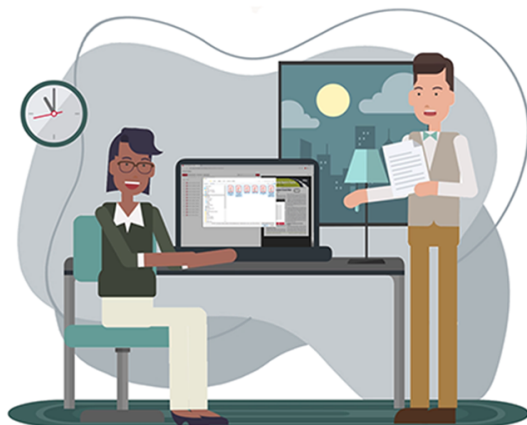




# Huseby.com

## HusebyConnect 2.0 Quick Reference Guide

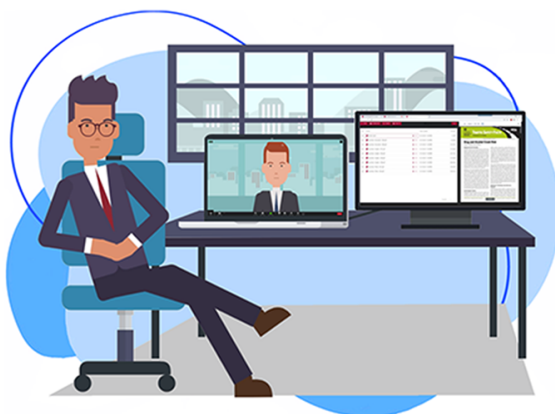
Version 3.0 - Nov. 2022



PRE-DEPOSITION EXHIBIT MANAGEMENT



VIDEO, AUDIO, AND SCREENSHARE



SPLIT MODULES TO MULTI-SCREENS



LIVE EXHIBIT PRESENTATION



calendar@huseby.com



(800) 333-2082



www.Huseby.com

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## SCHEDULE

There are four ways to view your upcoming, current, and previous events: **View by AGENDA**; **View by DAY**; **View by WEEK**; or **View by MONTH** (default).

Within each of these views, you can:

Access your **EVENT DETAILS**: start date, start time

**JOIN** current calendar events: from calendar OR from event details

Download an event **VCAL**: automatically create an entry to save on your Outlook calendar

**INVITE PARTICIPANTS**: a prompt to enter all of the required invitee information allows you to send a secure event link with the event details to one or more participants at a time



A condensed two-month quick view of your calendar is always visible. A red dot on a calendar day marks a scheduled event.

## CASE MANAGEMENT

In your **CASE MANAGEMENT** tab, you can view upcoming events by case, join events, manage exhibits, and view your case repository.

### UPCOMING EVENTS:

In your Upcoming Events tab, you will find a list of future events pertaining to a case you have selected within your portal. **SEARCH** for specific calendar events by NAME or by setting a DATE RANGE.

Here you'll also find **EVENT DETAILS** such as Event Name, Date Scheduled, Duration, and Job Number. You can also **JOIN YOUR EVENT**, **MANAGE EXHIBITS**, or **DOWNLOAD** a VCAL!

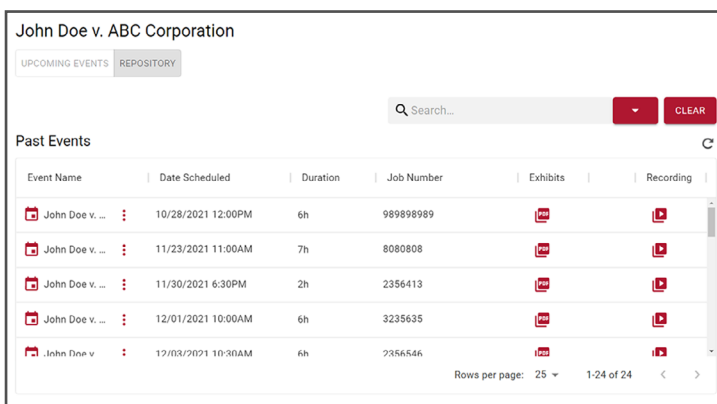
### REPOSITORY:

In your Repository tab, you'll find a list of **PAST EVENTS** pertaining to the case you selected, sorted by **DEPONENT**.

**EVENT DETAILS**, such as Event Name, Duration, Date Scheduled, and Job Number will be displayed.

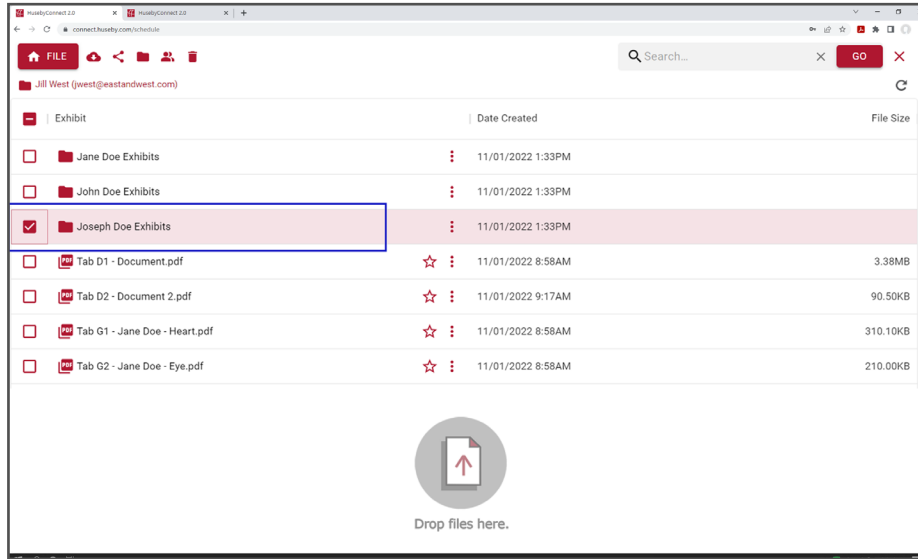
Here you can view **FINAL EXHIBITS** from your past events.

**SEARCH** past events by NAME or by DATE RANGE.



Event Name	Date Scheduled	Duration	Job Number	Exhibits	Recording
John Doe v. ...	10/28/2021 12:00PM	6h	989898989		
John Doe v. ...	11/23/2021 11:00AM	7h	8080808		
John Doe v. ...	11/30/2021 6:30PM	2h	2356413		
John Doe v. ...	12/01/2021 10:00AM	6h	3235635		
John Doe v. ...	12/03/2021 10:30AM	6h	2356546		

# MANAGE EXHIBITS MODULE



## CREATE & NAVIGATE FOLDERS

**CREATE** new exhibit folder within the Exhibit Manager with **NEW FOLDER** feature.

**DRAG-N-DROP** an existing folder directly from your device or by utilizing the built-in **UPLOAD FOLDER** feature.

Easily **NAVIGATE** between folders.

## ORGANIZE & EDIT EXHIBITS

Great tools are available to manage your exhibits prior to your deposition!

**DOWNLOAD** exhibits to your local device.

**SHARE** exhibits with your team or opposing counsel via a secure link.

**KEYWORD SEARCH** OCR'd exhibits!

**EDIT NAME** of exhibits and folders and even add descriptions.

**BOOKMARK** an exhibit or folder.

## UPLOAD EXHIBITS

**UPLOAD** a single exhibit file using the **UPLOAD EXHIBIT** feature.

**DRAG-N-DROP** an exhibit folder or single/multiple exhibits directly from your device.

**UPLOAD** exhibits to a dedicated existing folder within your portal.

## PREVIEW EXHIBITS

**PREVIEW** your exhibits in one step! By clicking on the name of the exhibit, the document populates in your preview screen.

**NAVIGATE** through a multi-page document using previous- and next-page arrow, type a page number, or use the Jump-to-Page box!

**DOWNLOAD** the exhibit you are previewing with the click of a button.

**SHARE** button allows a previewed exhibit **OR** checkmarked exhibit(s) to be shared via secure e-mail link with one or more recipients.

## FILE PERMISSIONS

**GRANT PERMISSIONS** for upload, download, share, and delete rights to other team members within your firm, so they can access your case and witness folders.

## MOVE FILES & FOLDERS

With the **MOVE** button you can easily move files and folders within your organizational hierarchy.

# YOUR LIVE EVENT

## JOINING YOUR EVENT

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

## TILES

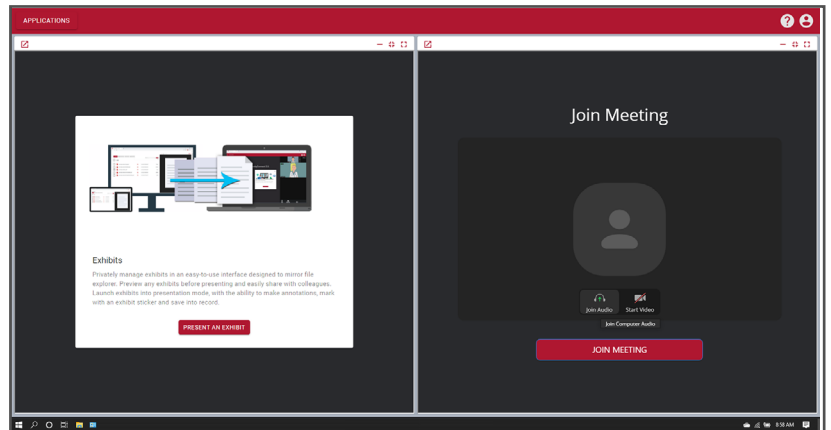
**HusebyConnect** is the only remote deposition application to utilize **tiles** - allowing you to fully customize your presentation experience, by providing you the flexibility to personalize a responsive screen layout.

## CONNECTING AUDIO & VIDEO

After entering the event room, simply select **START** in the Audio, Video, Screensharing section. The steps to connect audio and video are simple!

On the right of your screen, select **ZOOM MEETING ON WEB**.

Now you can control your audio (mute/unmute) with your **MICROPHONE ICON**, and also your video (start video/stop video) with your **VIDEO CAMERA ICON**.



EXHIBITS TILE

VIDEO TILE

## DUAL MONITOR OPTIONS

Easily view the witness (VIDEO tile) and exhibits (Exhibits tile) on two separate monitors with the **Extend Application into Separate Browser Tab** options!

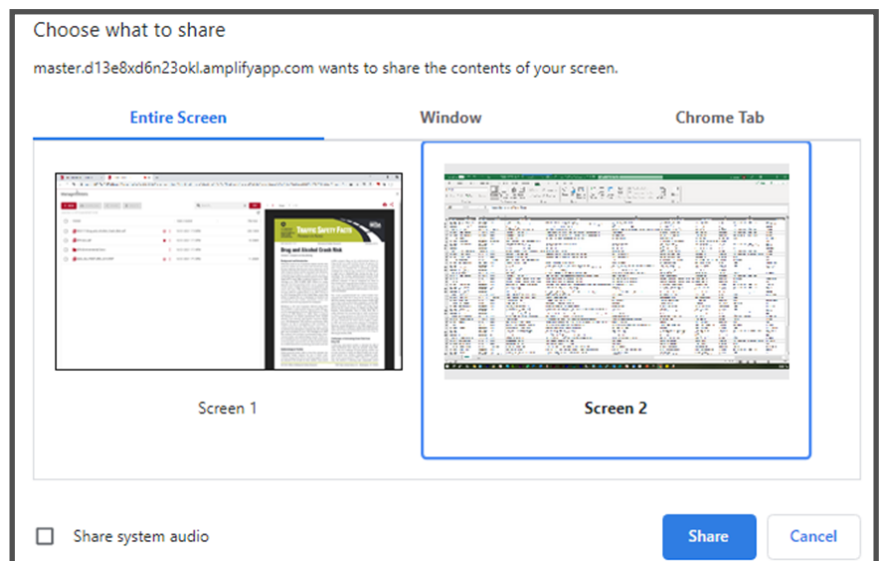


## SCREENSHARE

You can share exhibits that are not loadable in **Exhibit Presentation** mode—such as Excel files, videos, and other non-PDFs—with **Share Screen** button!

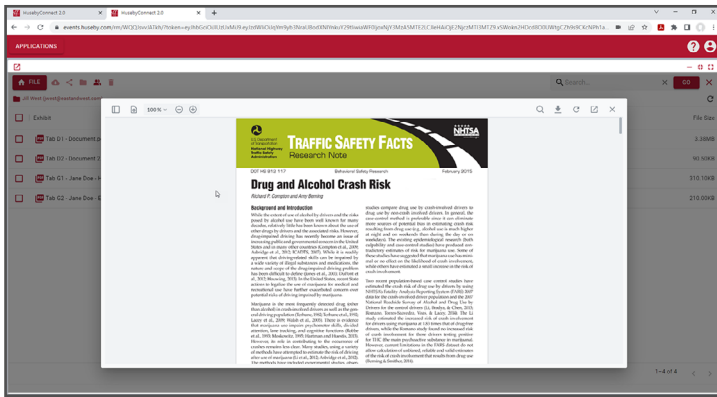


You'll have the option to share your entire screen, a window you have open on your local device (e.g. Excel application), or a web page.



# EXHIBIT PRESENTATION (LIVE)

Whether you have preloaded your exhibits or you plan to upload exhibits during your live event, you can get started by joining your event and selecting the **PRESENT AN EXHIBIT** button on the **EXHIBITS** tile.



## PREVIEWING EXHIBITS

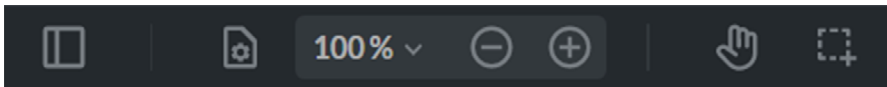
To preview an exhibit prior to presenting to the deponent, simply click on the file name of your exhibit and a preview will automatically populate..

Features include scrolling through the exhibit, zooming in and out, downloading your previewed document, and launching directly from the preview.

## EXHIBIT PRESENTATION MODE WITH EXHIBIT PRESENTATION TOOLS

Once you have previewed the exhibit you'd like to present, launch **Exhibit Presentation!** When in Exhibit Presentation mode, you have an abundance of tools at your fingertips with which you can mark-up and annotate!

### Zoom Features:



### Annotation Features:

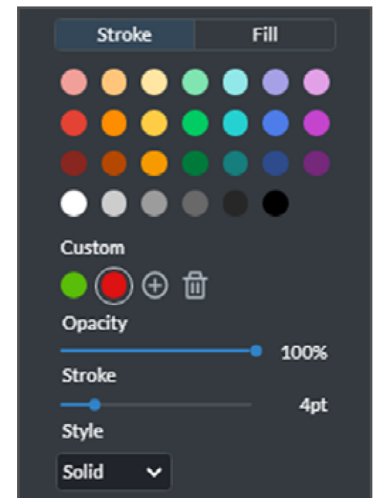


Highlight, box, freehand and freehand highlight, line, arrow & exhibit stamp.

### Search, Notes, Download, Refresh & Save Features:




Search OCR'd PDFs, keep annotation notes, download exhibits, refresh the exhibit presentation view, or save your exhibit to FINAL EXHIBITS FOLDER.



**EXPERT TIP!** For highlight, text, drawing, and square tools, use the **annotation palette** to customize the color, opacity, stroke, and more!

## FINAL EXHIBITS FOLDER

After marking, to save the exhibit, select  to **Publish Exhibit**. Your published exhibit is automatically saved in your **Final Exhibits** folder. Access this folder at anytime in your **Manage Exhibits** module or in your **Repository**.

## MARKING EXHIBITS

Easily mark an exhibit with an electronic exhibit sticker in a few simple steps:



## 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](mailto:remotedepos@huseby.com)**

Click [HERE](#) to check out our full **HusebyConnect** User Guide!