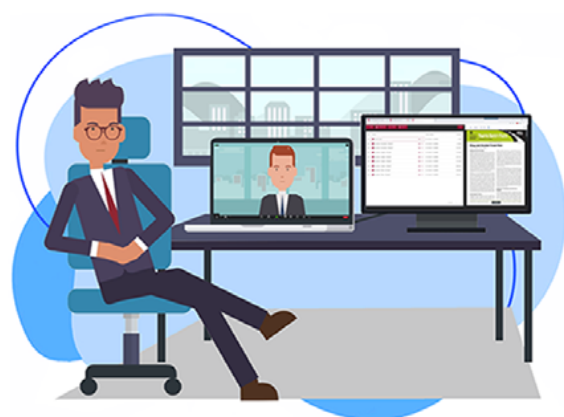# **Huseby**.com

HusebyConnect 2.0
User Guide

PRE-DEPOSITION EXHIBIT MANAGEMENT

VIDEO, AUDIO, AND SCREENSHARE

SPLIT MODULES TO MULTI-SCREENS

LIVE EXHIBIT PRESENTATION

TABLE OF CONTENTS

# ACCESSING YOUR **HUSEBY**CONNECT PORTAL

With every **Huseby**Connect event, you have direct access to your **Huseby**Connect Portal! Within your portal, you can easily view your calendar of events, manage your exhibits and real-time transcripts, directly access your live events, and much more.

To login to your HusebyConnect Portal, visit: https://connect.huseby.com

> "The attorneys in our office have had great things to say about Huseby's virtual deposition platform – how easy it is, how there is no issue with the connection, and the training you offer ahead of time for peace of mind. The feedback has been wonderful. Thank you!"
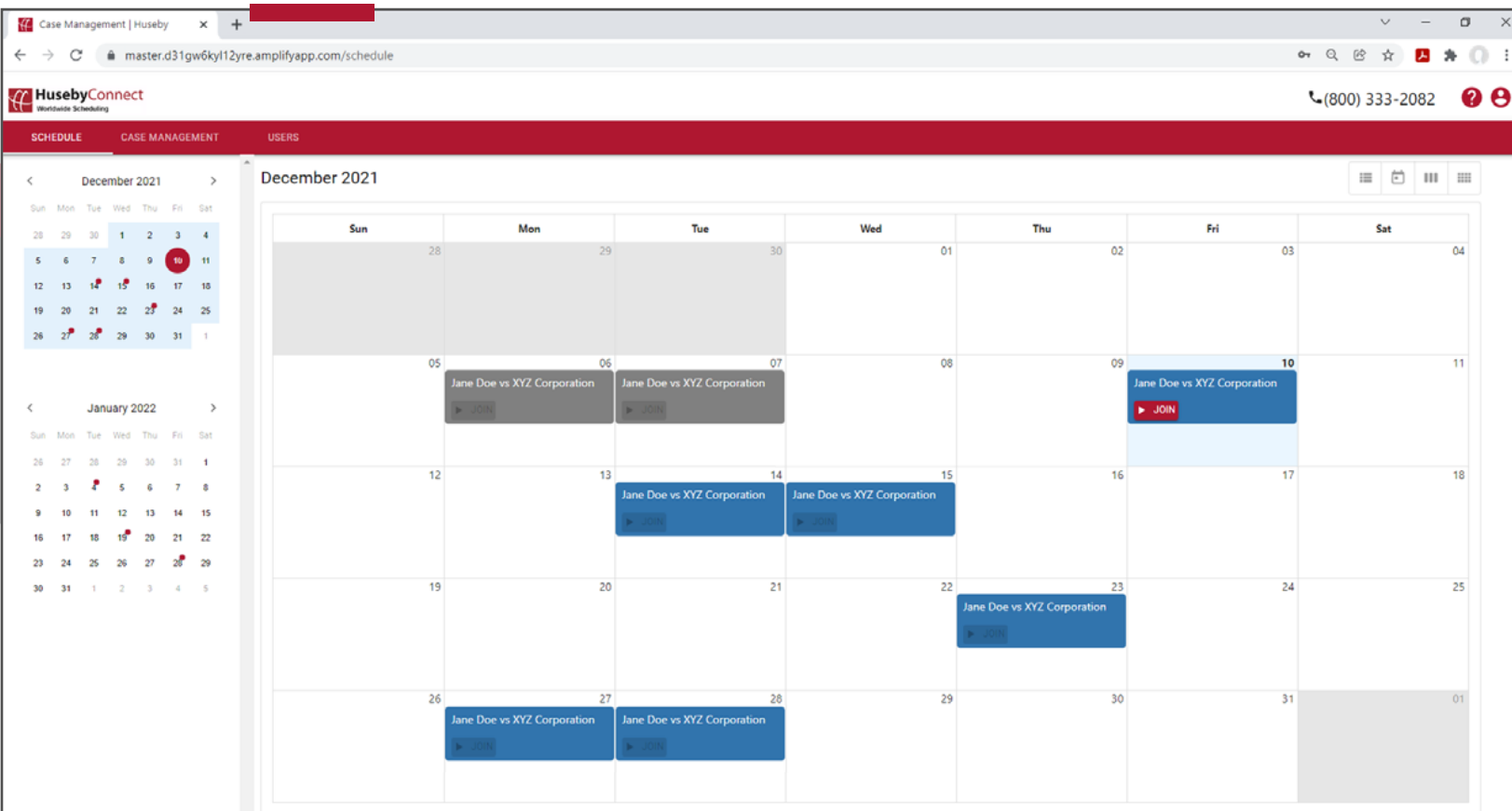>
> — Gordon Rees Scully Mansukhani, Williamsburg, VA

Once you login to your portal, you will find two tabs in the top left corner: **SCHEDULE** and **CASE MANAGEMENT**.
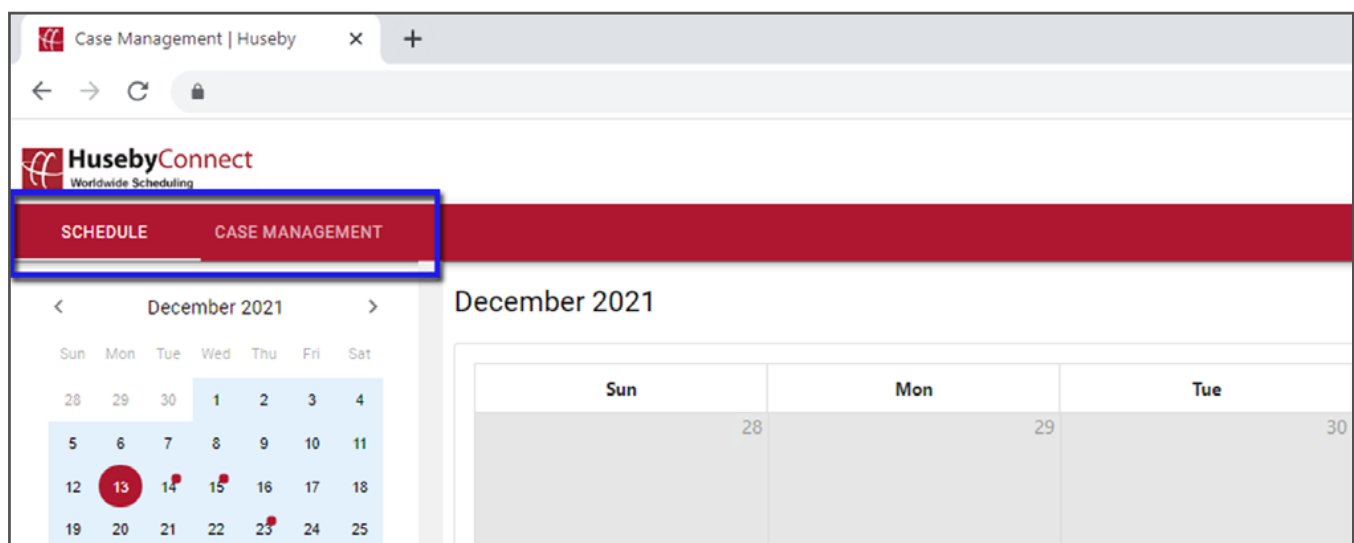
SCHEDULE

In your **SCHEDULE** tab, there are four ways to view your upcoming, current, and previous events:

To the left of your screen, you will find a condensed two-month quick view of your calendar. Whenever you have an event scheduled, you will see a red dot on the corresponding day.
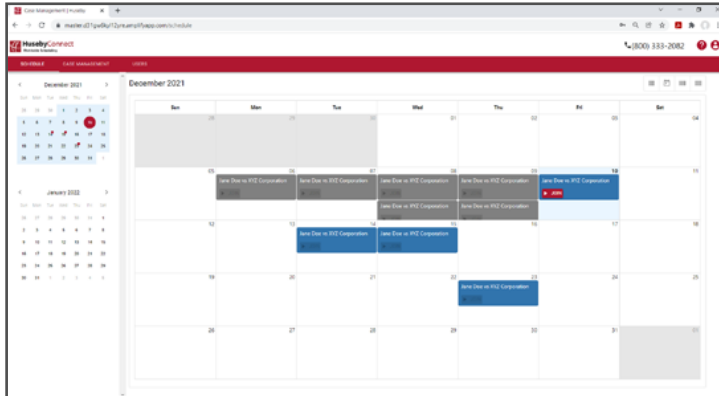
Within any of four calendar views, you can access your event details, join current events, download event VCAL, and invite participants.
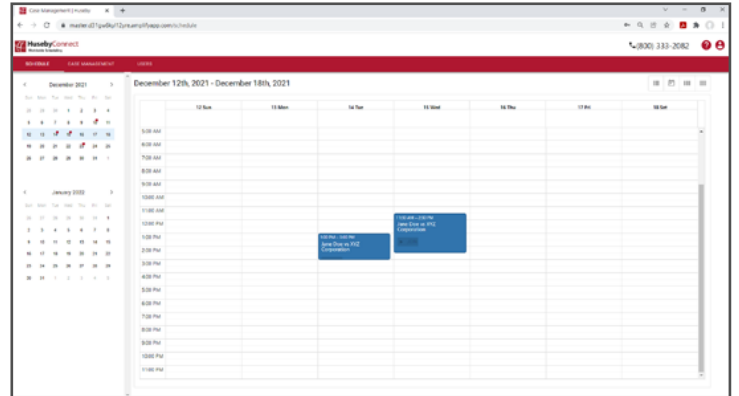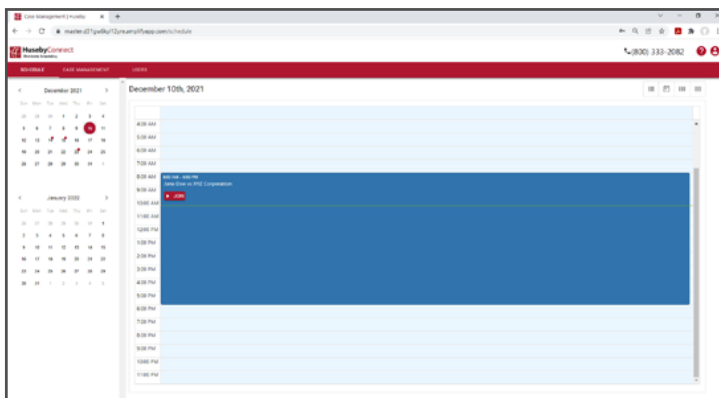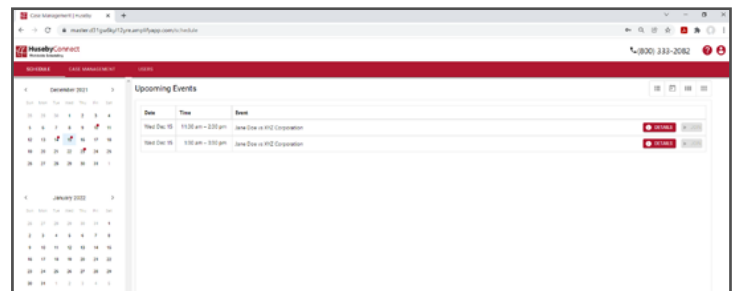
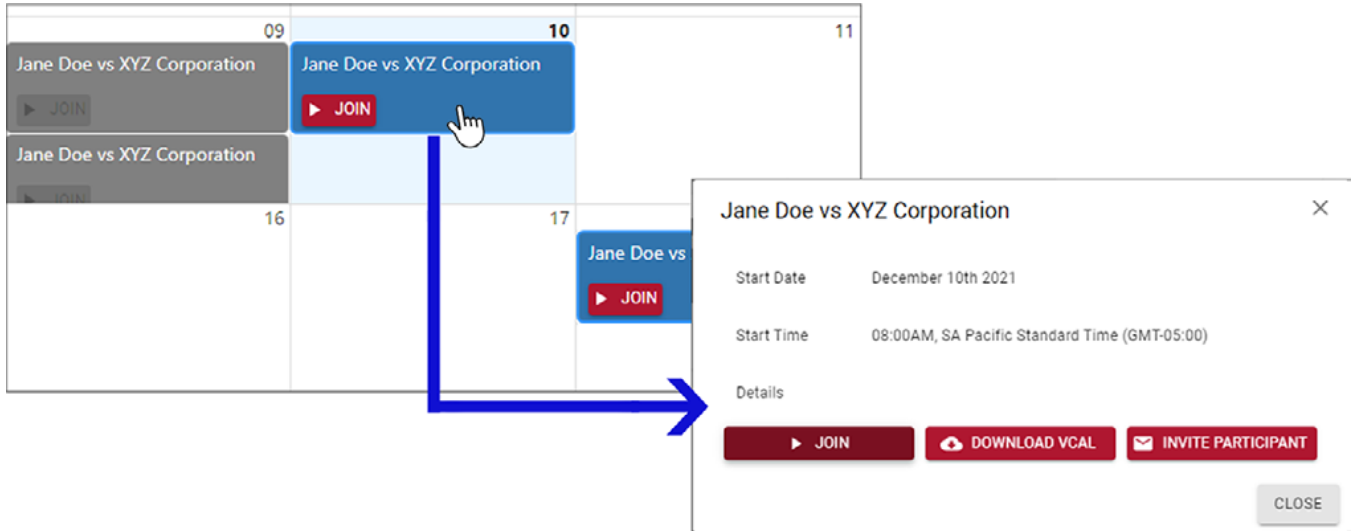# VIEW BY MONTH (Default)

VIEW BY WEEK
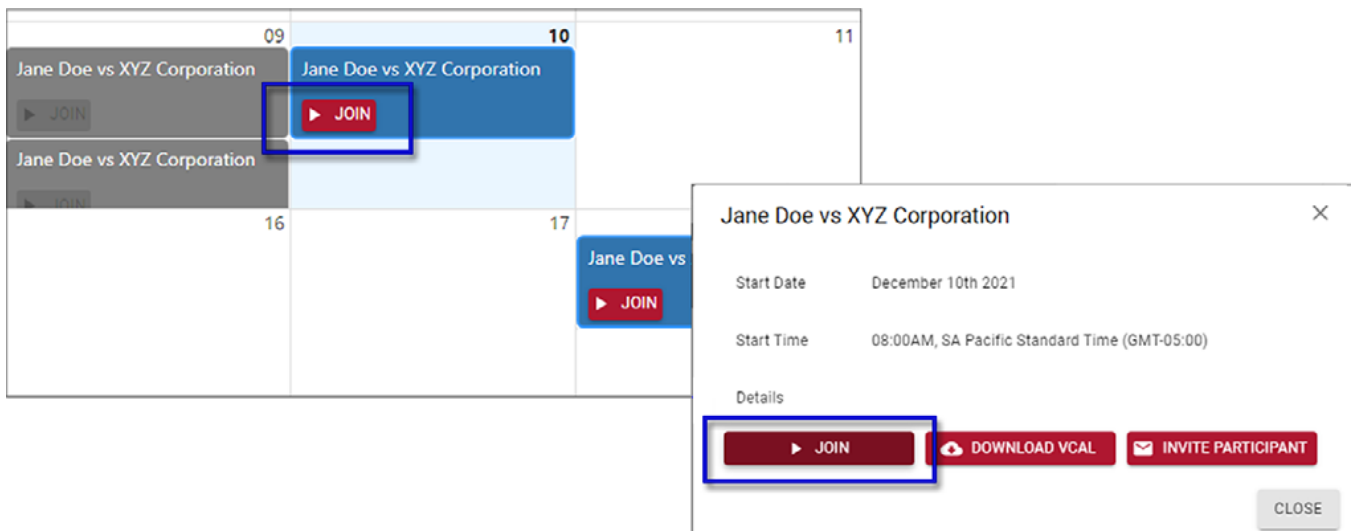

VIEW BY DAY

VIEW BY AGENDA

EVENT DETAILS

To view your event details, such as start date and start time, simply click on your event.

JOIN

To join your current event, click **JOIN**. You can join directly from your calendar or from your event details.

DOWNLOAD VCAL

To add your event to your calendar (i.e.: Outlook Calendar), select **DOWNLOAD VCAL**. Once selected, you will see a calendar download (.ics) box. Opening this file will automatically create an entry on your calendar for you to save.
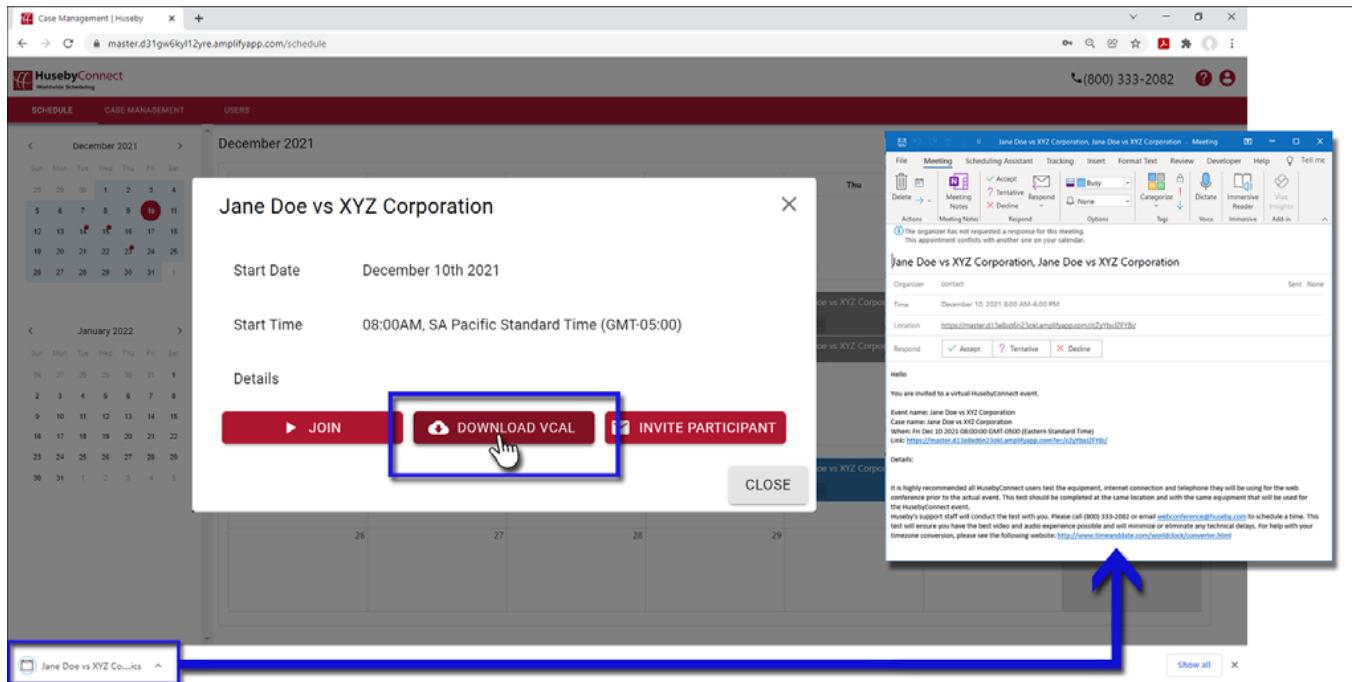
INVITE PARTICIPANT

When selecting **INVITE PARTICIPANT**, you will be prompted to enter required information regarding the participant you would like to add to your event. Once **INVITE** is selected, the participant you invited will receive a secure event link and details.
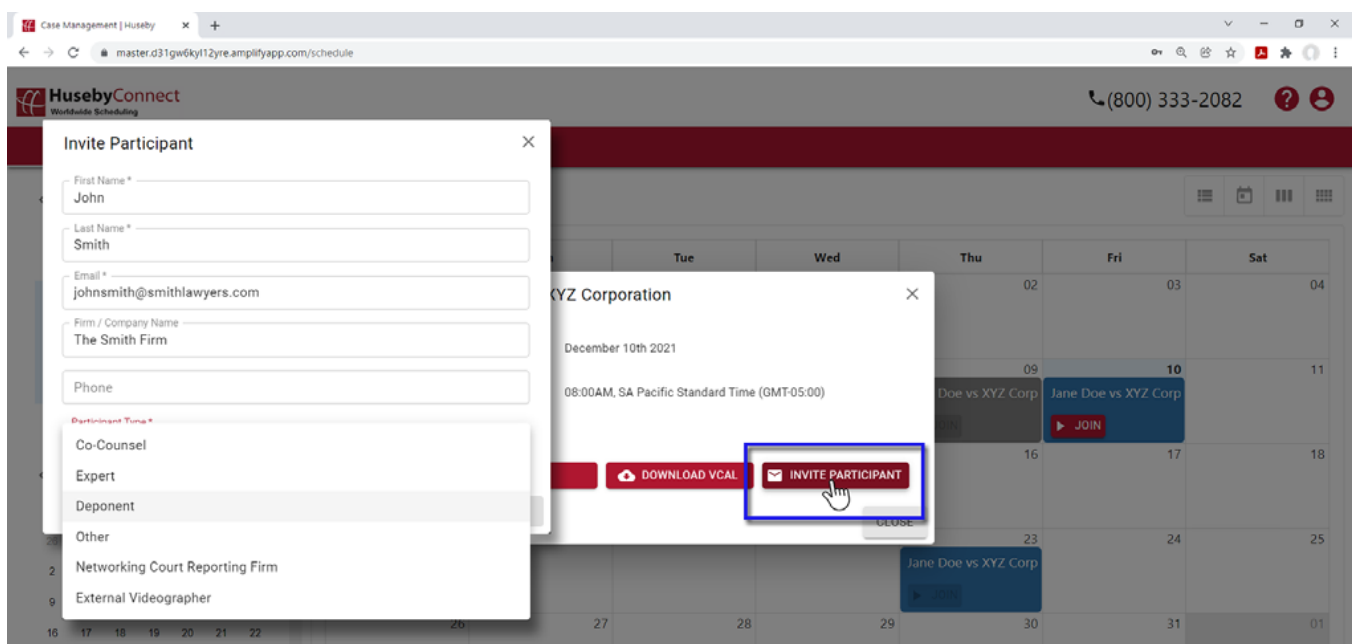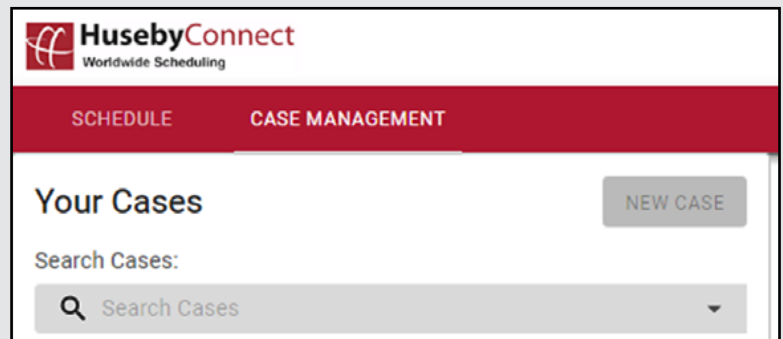
CASE MANAGEMENT

CASE MANAGEMENT

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

In the **CASE MANAGEMENT** tab, enter the case you wish to view in the **SEARCH CASES** search bar to the left of your screen.

When you start to type the case name, you will see a list of your cases populate.

Select the case in which you would like to view the events for.

Once selected, to the right of your screen you will find upcoming events in your **UPCOMING EVENTS** tab and past events in your **REPOSITORY** tab.

Jane Doe vs XYZ Corporation

UPCOMING EVENTS | REPOSITORY

+ NEW   Q Search...   ▼   CLEAR

Upcoming Events

Event Name		Date Scheduled	Duration	Job Number	Exhibits
📅 Jane Doe vs XYZ Corporation	⋮	12/14/2021 1:00PM	2h	9384029	[PDF]
📅 Jane Doe vs XYZ Corporation	⋮	12/15/2021 11:30AM	3h	29835789	[PDF]
📅 Jane Doe vs XYZ Corporation	⋮	12/23/2021 11:45AM	2h	98798723	[PDF]
📅 Jane Doe vs XYZ Corporation	⋮	12/13/2021 6:00AM	10h	8749875	[PDF]

Jane Doe vs XYZ Corporation

UPCOMING EVENTS | REPOSITORY

Q Search...

Past Events

Event Name		Date Scheduled	Duration	Job Number	Exhibits	Transcript
📅 Jane Doe	⋮	09/18/2021 2:00AM	30min	598	[PDF]	
📅 Jane Doe	⋮	09/18/2021 2:00AM	1h	6846	[PDF]	

WHAT ARE CLIENTS SAYING...

"Huseby's knowledge of current digital technology and experience within the legal field enabled them to anticipate needs I didn't realize would arise. Using Huseby's services allowed me the time and peace of mind I needed to concentrate on preparation. I really can't express how happy I was to work with Huseby and how much of a weight was lifted off my shoulders."

— *Litigation Paralegal*

UPCOMING EVENTS

In the **UPCOMING EVENTS** tab, you will find a list of upcoming events pertaining to the case you selected. Details of your events, such as Event Name, Date Scheduled, Duration, and Job Number, will be displayed.

You may join your event, manage exhibits, or download a VCAL by selecting the More Options button (three vertical dots) to the right of your event name.

You can also manage exhibits by clicking the PDF icon listed under the Exhibits column.

To search for events by name, click on the **SEARCH BAR** to the right of your screen. You can set a date range by clicking the drop-down arrow next to the search bar. To clear your search, select the **CLEAR** button.

REPOSITORY

In the **REPOSITORY** tab, you will find a list of past events pertaining to the case you selected. Details of your events, such as Event Name, Date Scheduled, Duration, and Job Number, will be displayed. (*Realtime Transcript Module coming soon*)

You may view your final exhibits by selecting the More Options button (three vertical dots) to the right of your event name and selecting Manage Exhibits or by clicking the PDF icon listed under the Exhibits column.

To search for events by name, click the search bar at the right of your screen. You can set a date range by clicking the drop-down arrow. To clear your search, select the CLEAR button.
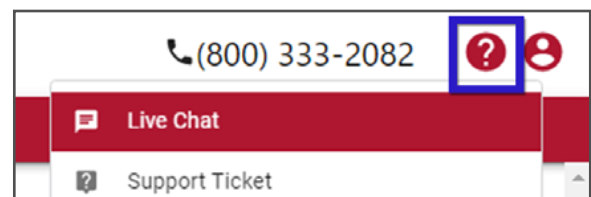

USER GUIDES / SUPPORT TICKET

To access user guides within your portal, select the button which is located in the top right corner of your screen.

Should need support with your portal, please create a **Support Ticket**. If your request is urgent, you may contact our Remote Deposition Team at **(800) 456-9424** or **remotedepos@huseby.com**.
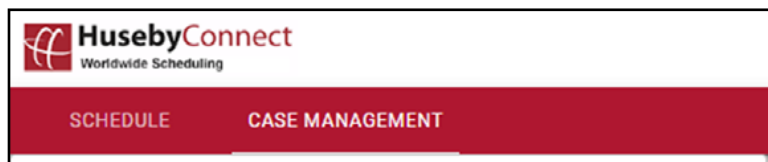
MANAGE EXHIBITS MODULE

When working in your Manage Exhibits module, uploading and organizing exhibits for your upcoming deposition is smooth and seamless!
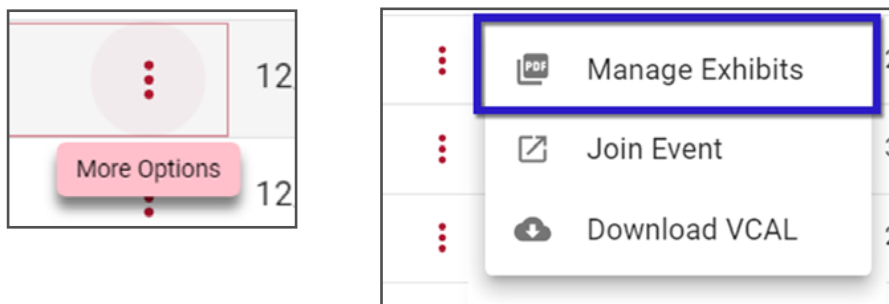
To access your Manage Exhibits module, follow the steps below:

1. **Login** to your **Huseby**Connect Portal.

2. Select the **Case Management** tab.

3. Under **Upcoming Events**, select More Options, then Manage Exhibits.

You can also click the PDF icon under the exhibits section.
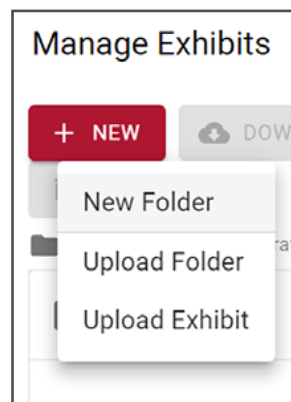
CREATING FOLDERS

There are several ways to easily create or upload folders into your Manage Exhibits module.

- Create New Exhibit Folder using **New Folder**

- **Drag-n-Drop** Existing Folder using **Upload Folder**

- **Drag-n-Drop** Existing Folder directly from device

Create New Exhibit Folder

Step 1:   Select **+ NEW**

Step 2:   Select **New Folder**

Step 3:   Enter folder name (required) and description (optional). Select **SAVE**.
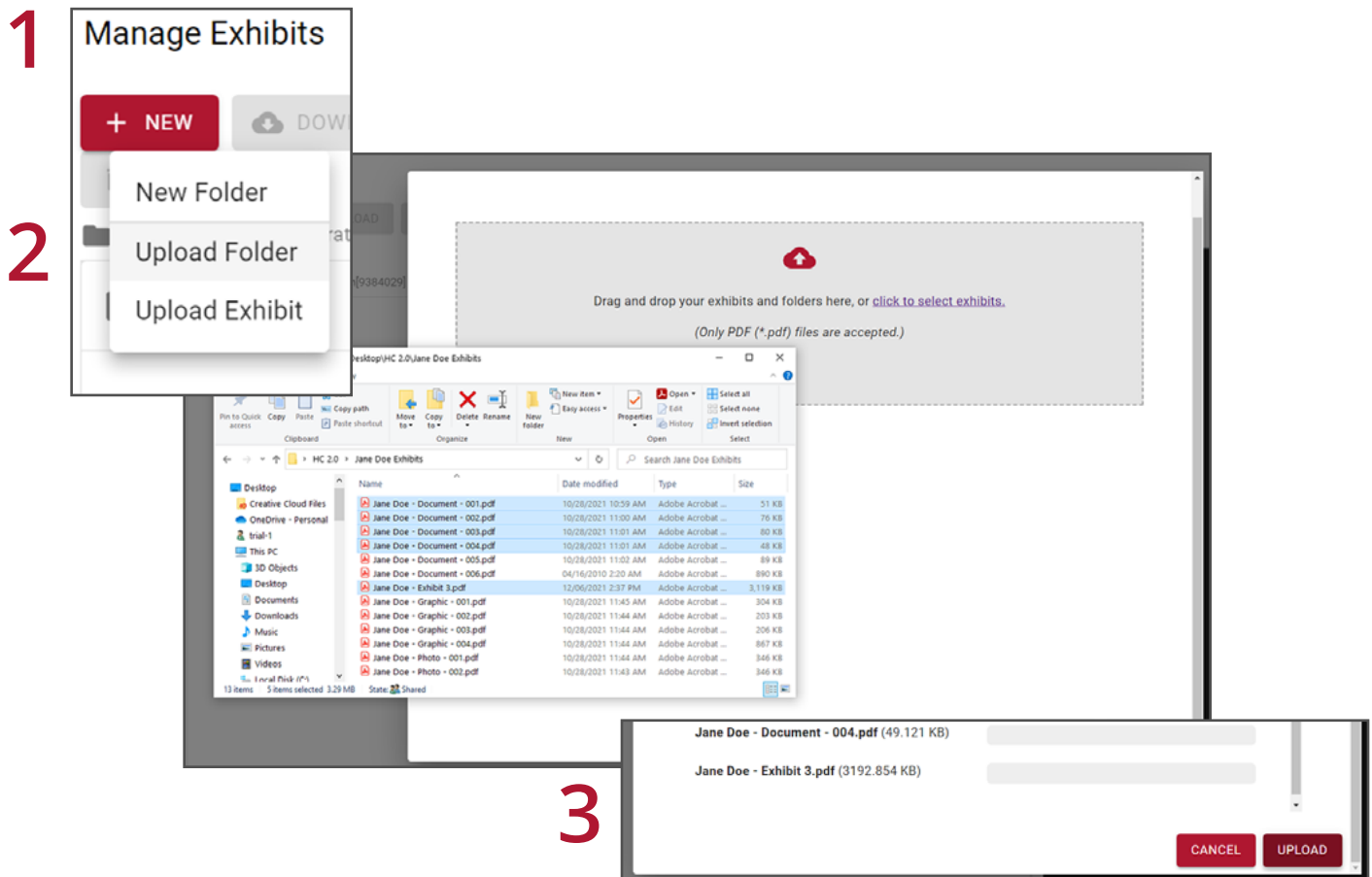
Drag-n-Drop Existing Exhibit Folder (Upload Folder)

Step 1: Select **+ NEW**

Step 2: Select **Upload Folder**

Step 3: Drag and drop your exhibit folder from your local device. Select **UPLOAD**.
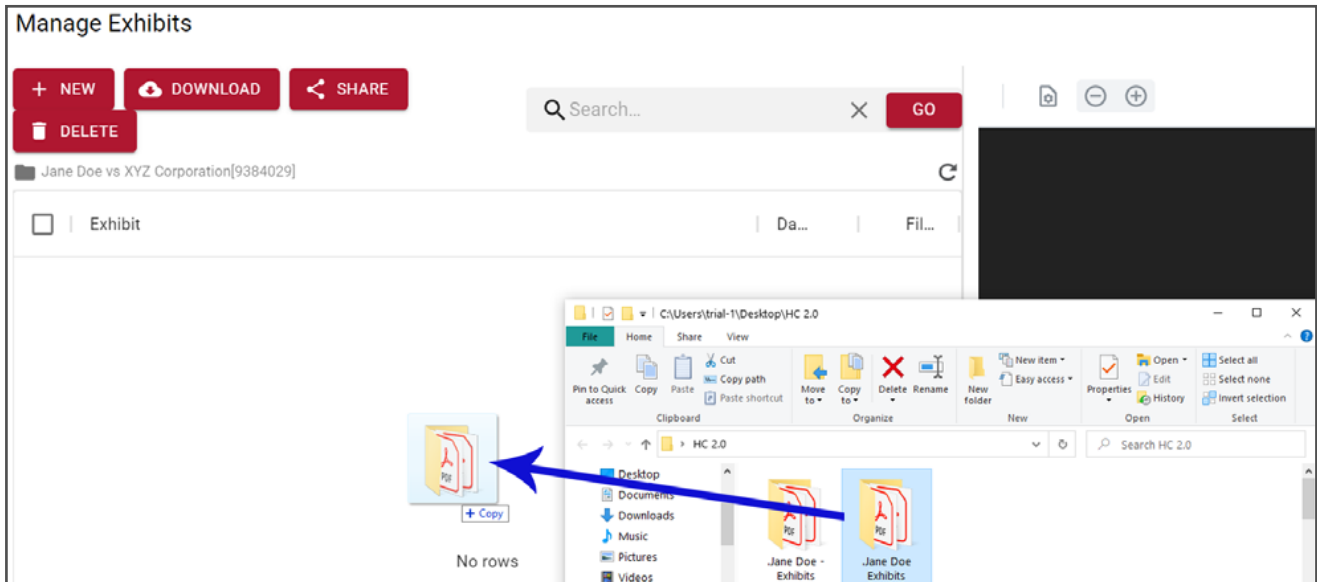
When the files have finished uploading, you will see a green check mark beside each file. Once all files have a green check box, you may exit that box.
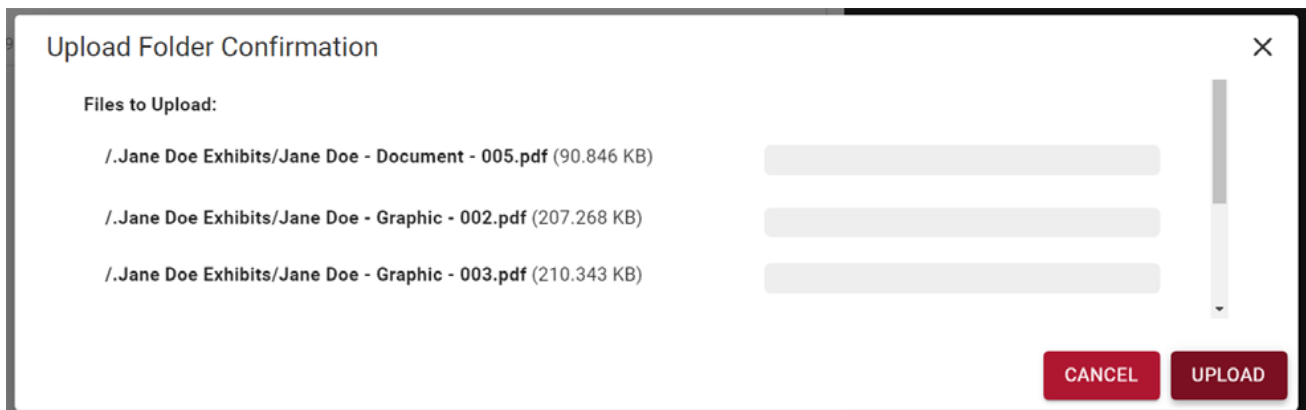
Drag-n-Drop Existing Exhibit Folder (Direct)

Step 1: On your local device, select the your exhibit folder.

Step 2: Drag the exhibit folder into the white space under listed exhibits in your **Manage Exhibits** module screen.
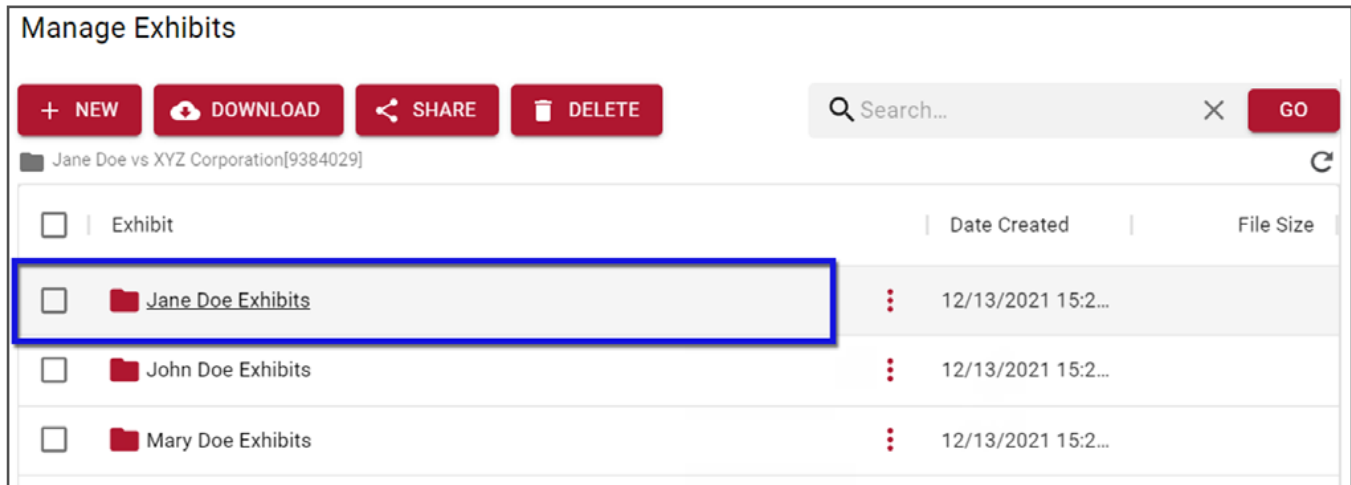

Step 3: Select **UPLOAD**. When the files have finished uploading, you will see a green check mark beside each file. Once all files have a green check box, select **OK** to exit.
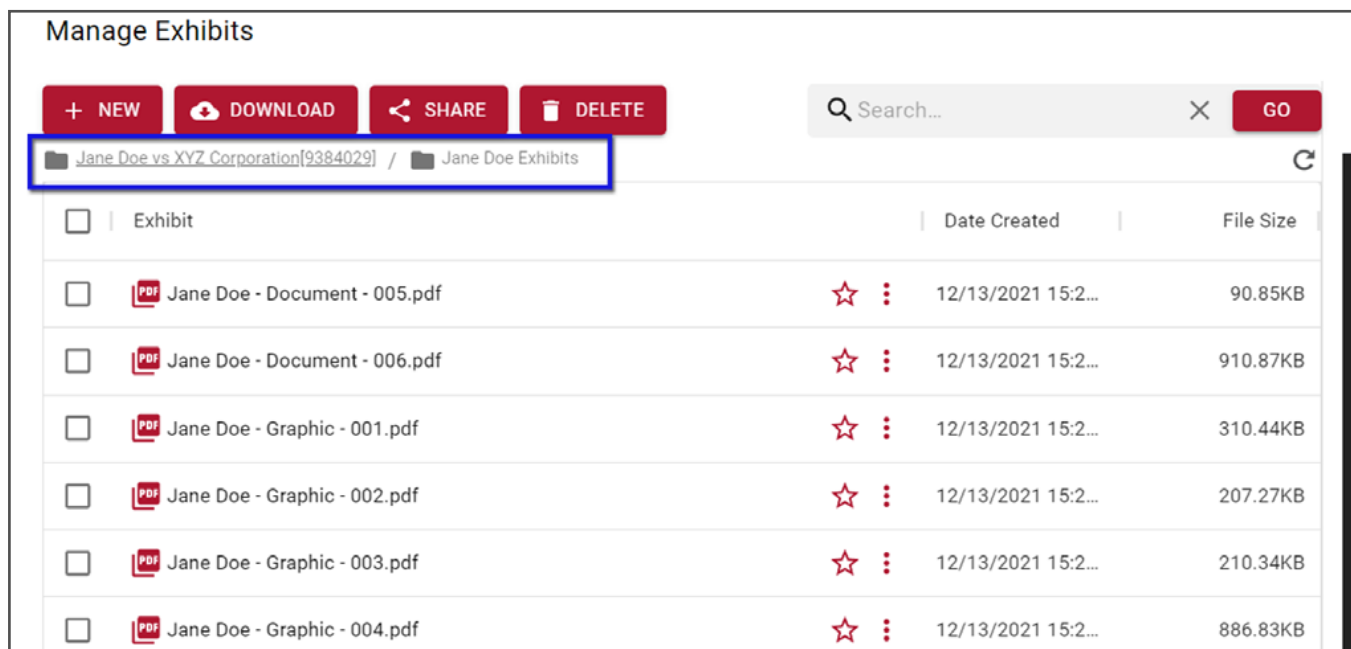
NAVIGATING FOLDERS

Navigate between folders using these steps:

Step 1:   Select the folder you wish to view.

Step 2:   Select the case name located directly below the **+ NEW** button.

Once you have selected the + NEW button, you will return to the main folder of your Manage Exhibits module.
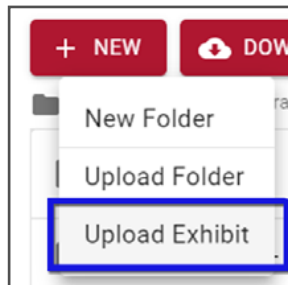
UPLOADING EXHIBITS

There are two methods to seamlessly upload your exhibits. You can use either method to upload an exhibit into existing folders.

- Upload a single exhibit file using **Upload Exhibit**

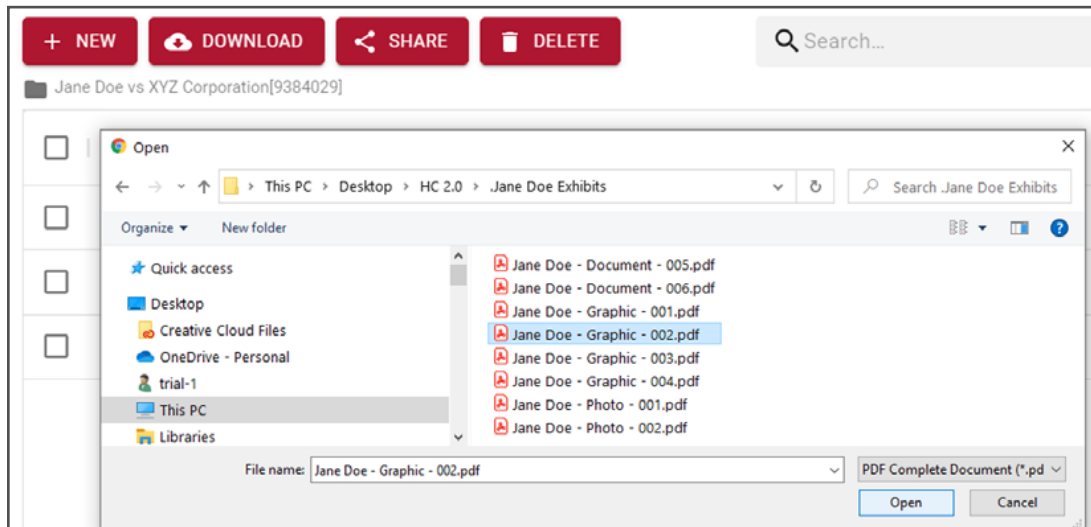- **Drag-n-Drop** exhibit file directly from device

Upload Single Exhibit

Step 1: Select **+ NEW**

Step 2: Select **Upload Exhibit**

Step 3: Navigate to and select the exhibit from your local device. Click **OPEN**.

Step 4: The name will default. You can edit it and add a description. Then click **SAVE**.
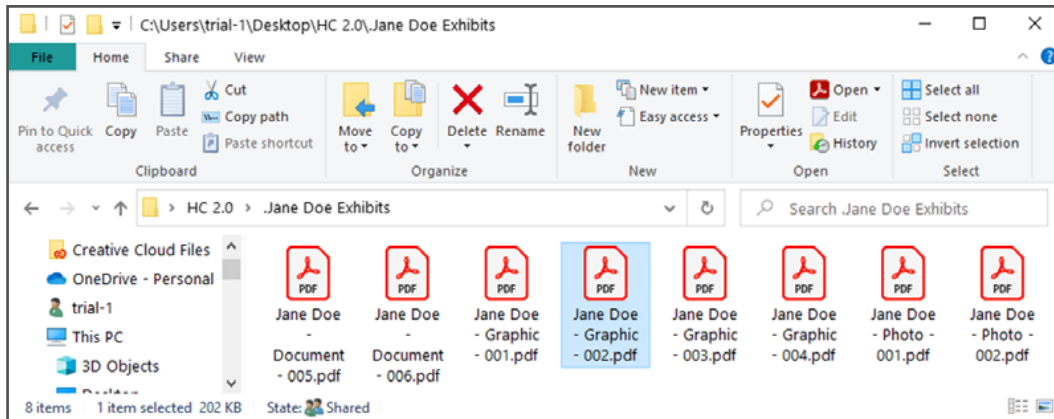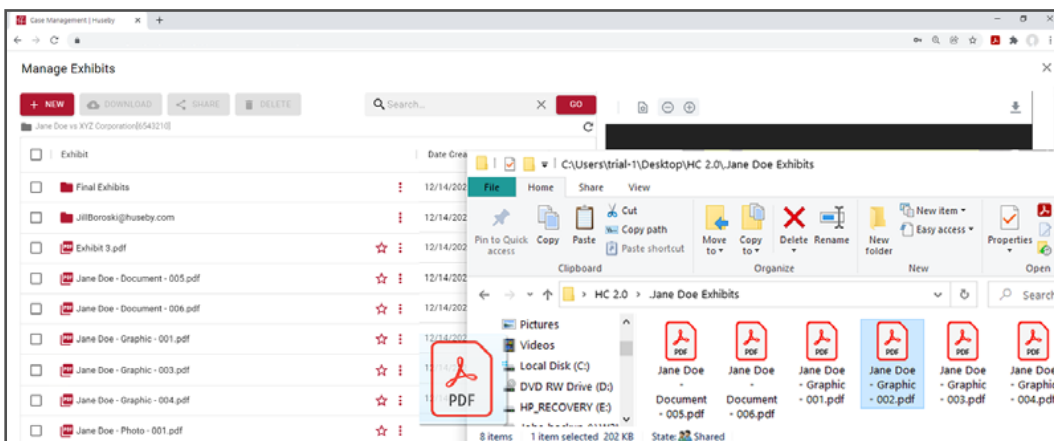
# Drag-n-Drop Exhibit (Single or Multiple)

Step 1: On your local device, open the folder in which your exhibit is housed and select the exhibit(s) you would like to upload.

Step 2: Drag the exhibit(s) into the white space under listed exhibits in your **Manage Exhibits** module screen.
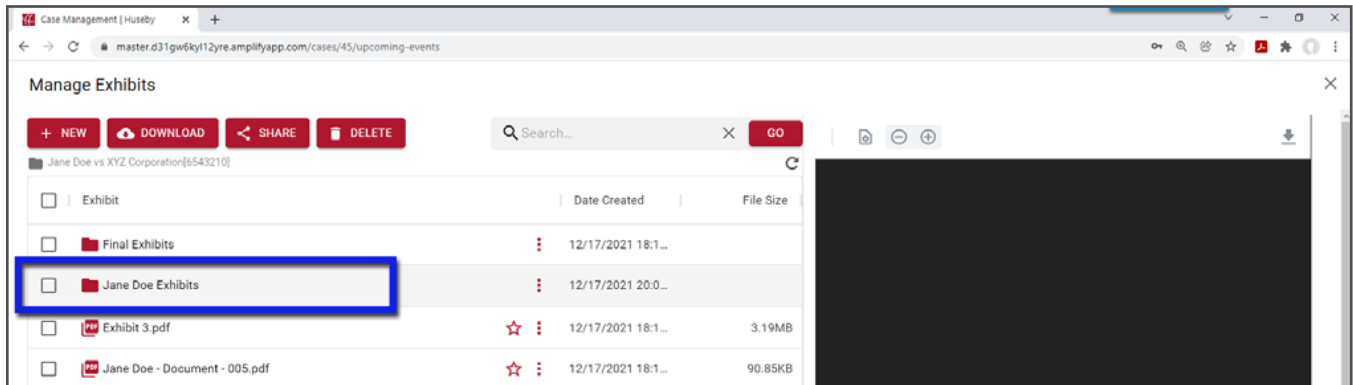

Step 3: Select **UPLOAD**. When files have finished uploading, a green checkmark will appear beside each. Once all files have completed uploading, click **OK** to exit.
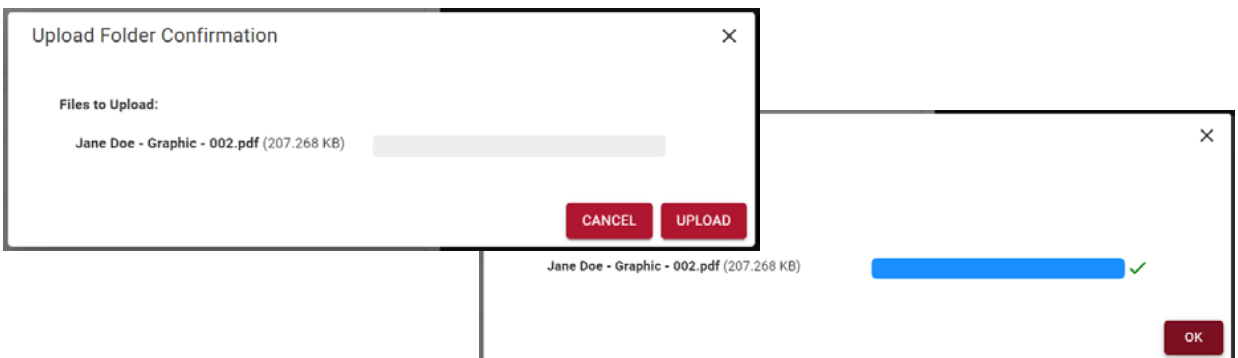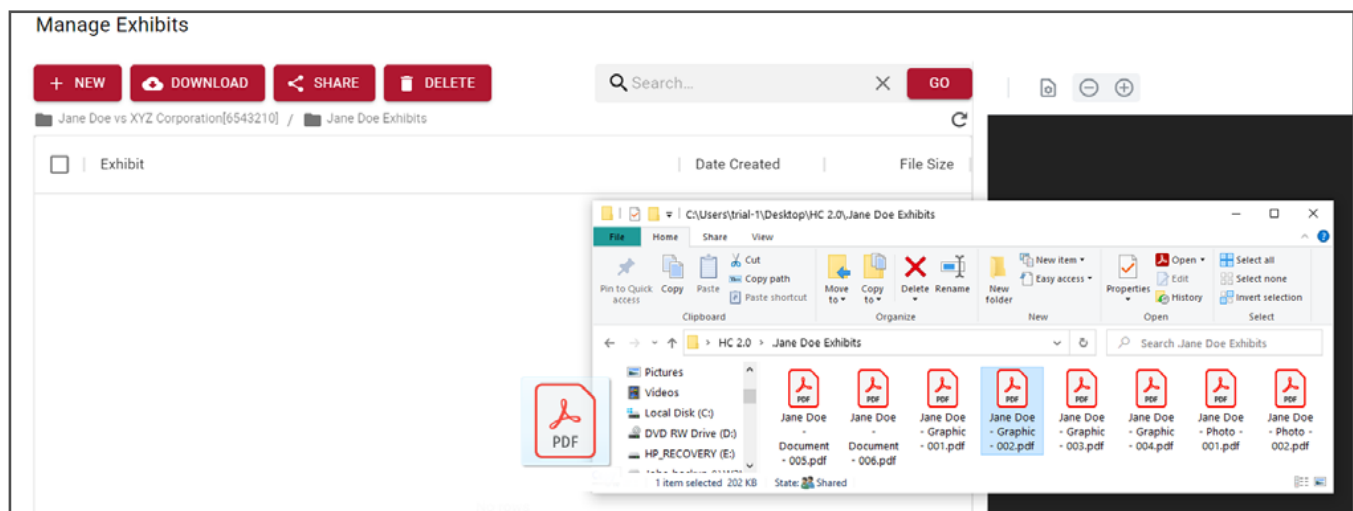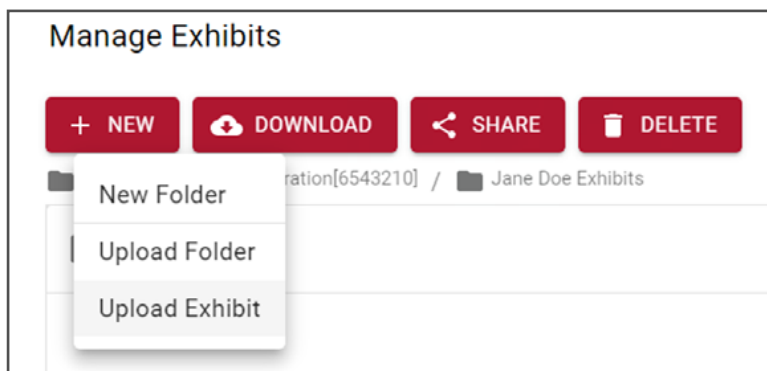
Uploading Exhibits to Existing Folder

Step 1: To upload exhibit(s) to an existing folder, select the folder to which you would like to add the exhibit in your **Manage Exhibits** module.

Step 2: Drag the exhibit(s) into the white space…

or select **+ NEW** then **Upload Exhibit**.

PREVIEWING EXHIBITS

Previewing your uploaded exhibits can be done in one step.

Simply click the name of the exhibit file and a preview of the exhibit will populate on the right of your screen.

There are several tools to help you navigate the preview of your exhibit, in addition to **DOWNLOAD** and **SHARE** tools.
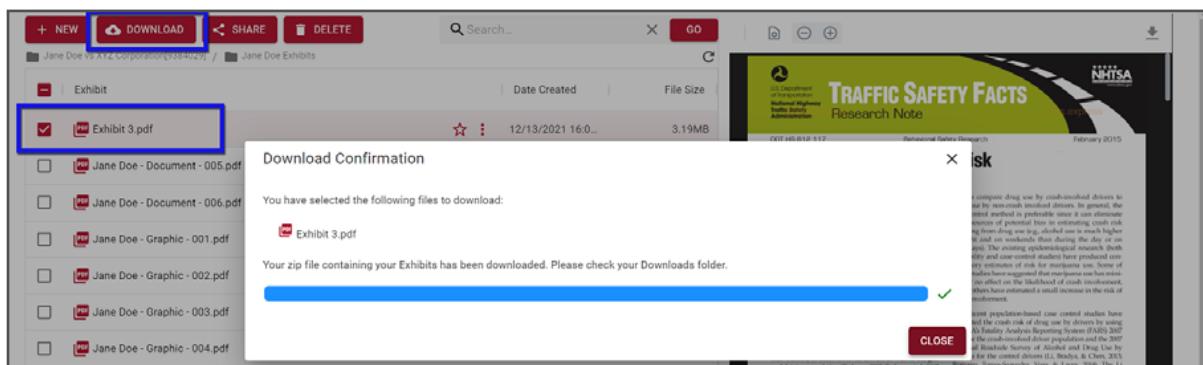
NAVIGATING MULTIPLE PAGE EXHIBITS
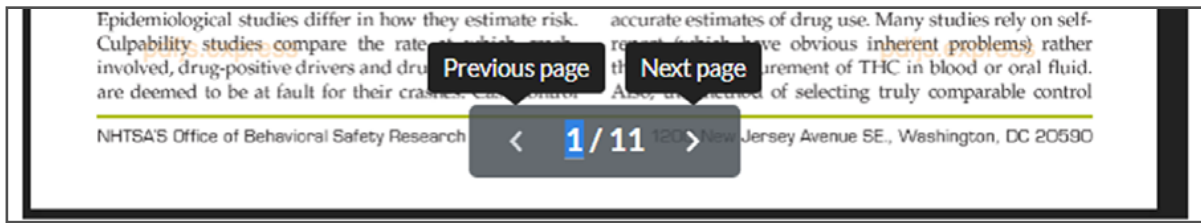
At the bottom center of your exhibit preview, you can navigate through a multi-page document with the **Previous Page/Next Page ARROWS** or by typing a PAGE NUMBER in the Jump to Page box.

DOWNLOADING EXHIBIT

At the top left of your exhibit preview screen, you can download that specific exhibit by selecting the DOWNLOAD button.

SHARING EXHIBIT
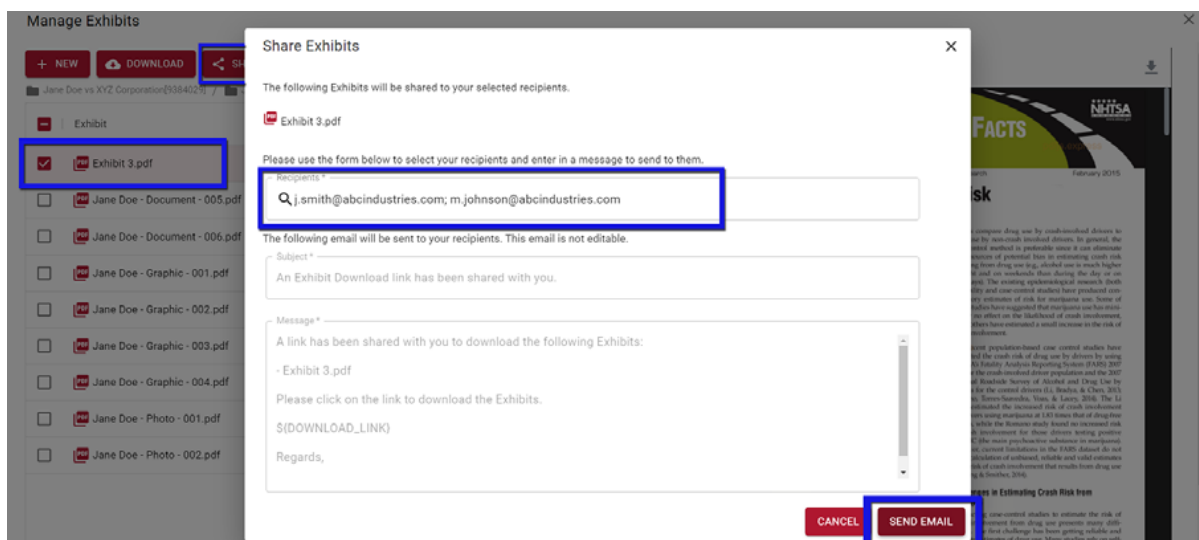
If you wish to share the exhibit through a secure link, select the **SHARE** button directly beside the **DOWNLOAD** button.

ORGANIZING AND EDITING EXHIBITS

Within the Manage Exhibits module, you will find several tools that will allow you to smoothly manage your exhibits prior to your deposition.

Manage Exhibits Tools Include:

- Download
- Share
- Delete
- Search
- Edit (Name & Description)
- Bookmark
- Exhibit Editor
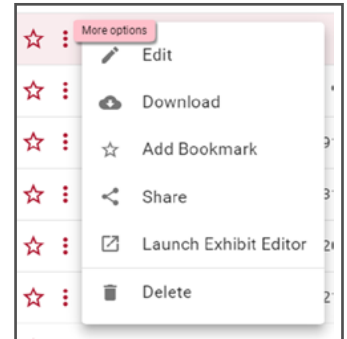
DOWNLOAD

Download an exhibit to your local device by selecting the **DOWNLOAD** button at the top of your screen or **More Options** (three dots to the right of the exhibit name).

SHARE

Share an exhibit with your team or opposing counsel via secure link by selecting the **SHARE** at the top of your screen or **More Options** (three dots to the right of the exhibit name).
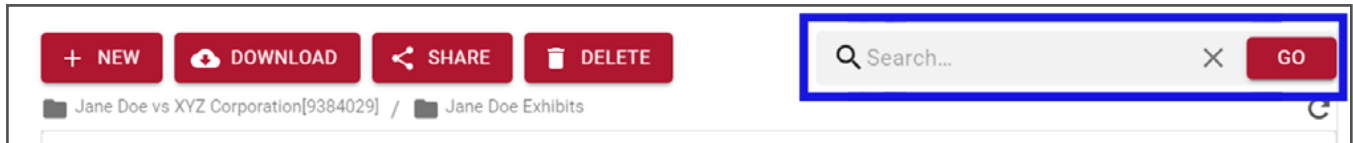
DELETE

Uploaded the wrong exhibit? No problem! You can easily remove the exhibit using the delete tool by selecting the **DELETE** button at the top of your screen or **More Options** (three dots to the right of the exhibit name).
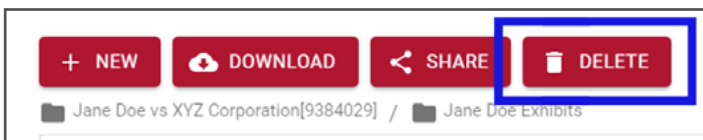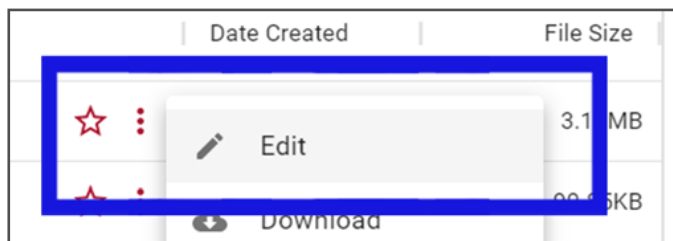
SEARCH

Use the search bar to the right of your screen to find folders with key words.

EDIT

By selecting **More Options** (three dots to the right of the exhibit name) then **Edit**, you can edit the name of an exhibit or folder. You can also add a description.
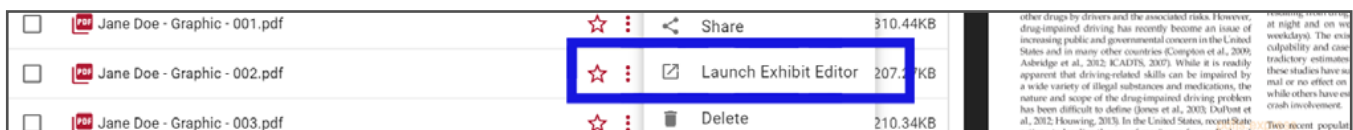

BOOKMARK

By selecting the star symbol or More Options (three dots to the right of the exhibit name), you can bookmark an exhibit or folder.

EXHIBIT EDITOR

Need to add annotations, redact, or mark your exhibits confidential prior to the deposition? You can easily prepare your exhibits by using the **Exhibit Editor**.

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.
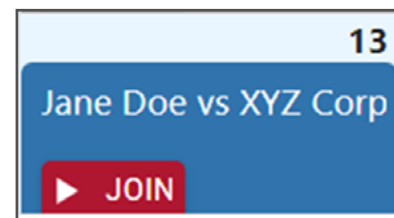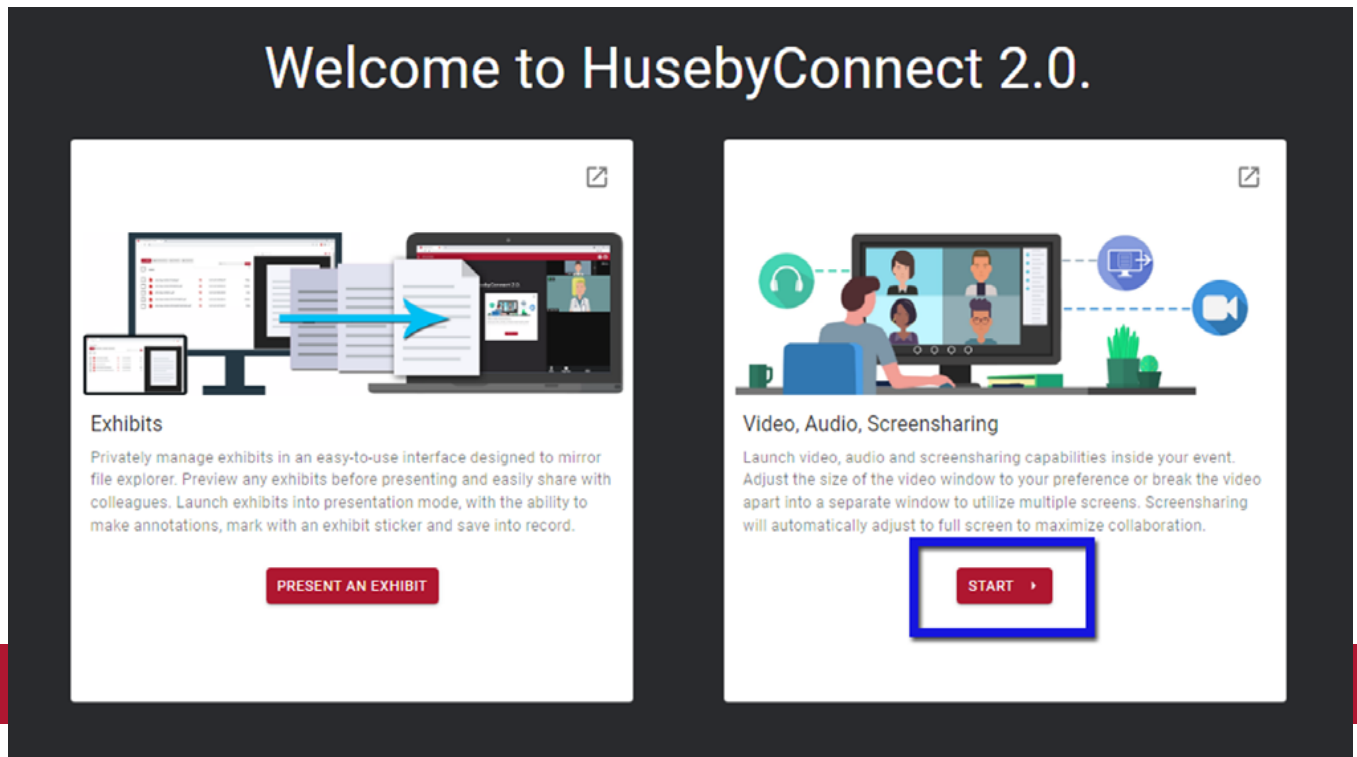
JOINING YOUR EVENT

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

To join via Huseby Connect **portal, follow these steps:**

1. Visit {{insertlink}} 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**.

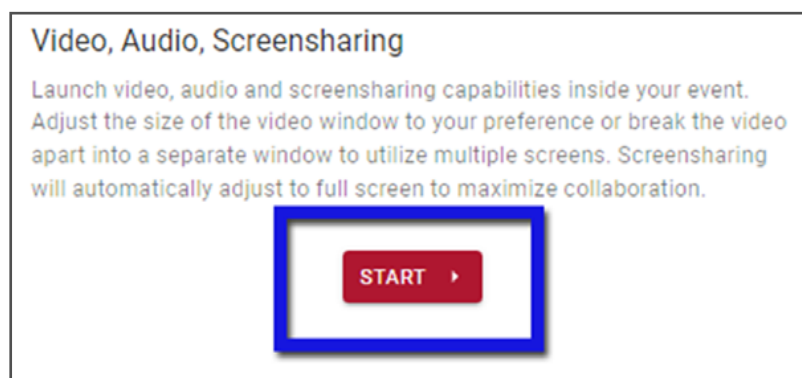3.   Select **START** on the **Audio, Video, Screensharing** section.

To join via secure email link, follow these steps:

1.   Open your event invite sent via email.

> **EXPERT TIP:** You can search for your email invite by looking for email subjects beginning with "You have been invited to the following event," as well as the case name.

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

3.   Select **START** on the **Audio, Video, Screensharing** section.

CONNECTING YOUR AUDIO AND VIDEO

Now that you have entered the event room and select **START** on the Audio, Video, Screensharing section, follow the steps below to connect your audio and video:
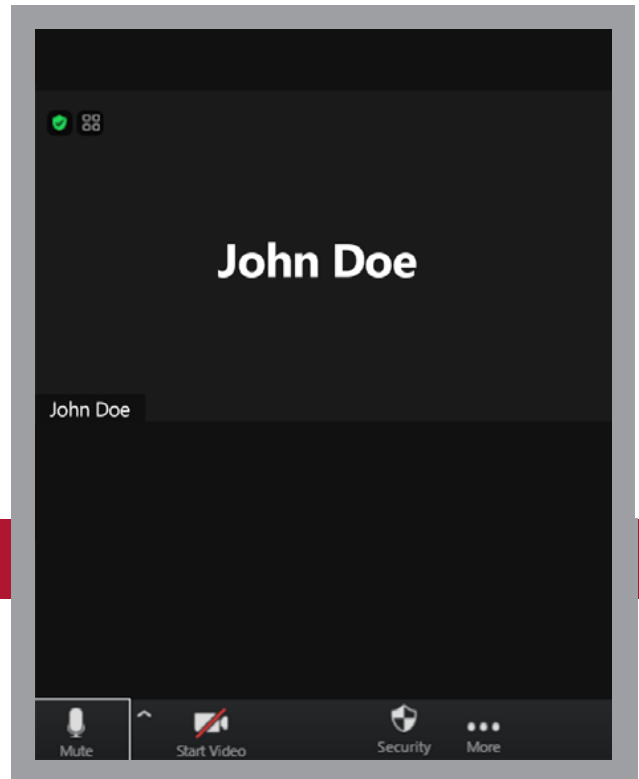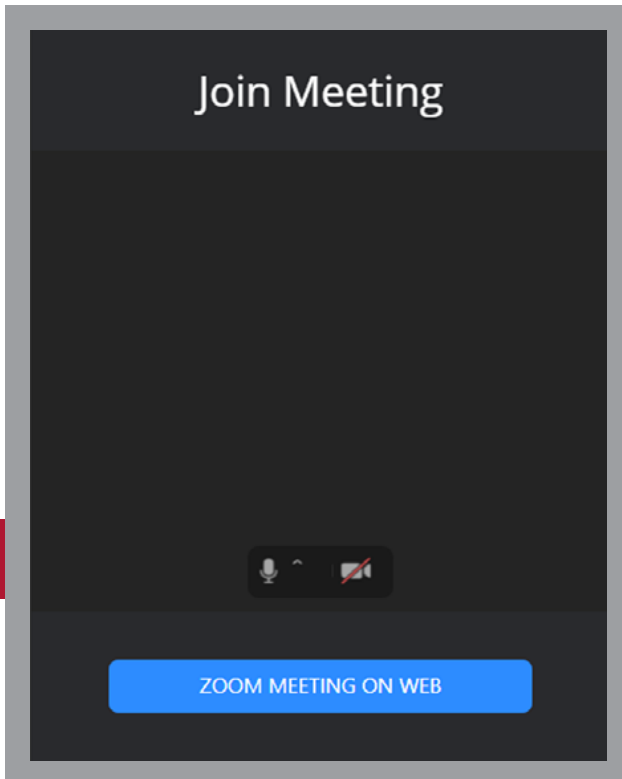
On the right of your screen, select ZOOM MEETING ON WEB.

NOTE: For first-time users, you will see the following message above **ZOOM MEETING ON WEB**: *The audio and video preferences you select here will be used for future meetings. You may choose to have your audio automatically muted or unmuted upon future entry and your video automatically on or off upon future entry.*

Once you have selected **ZOOM MEETING ON WEB**, 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.

NAVIGATING YOUR EVENT

Just as you have in the Zoom application, you have various tools to help you navigate the event room.

GALLERY VIEW / SPEAKER VIEW / FULLSCREEN

To change the view of the participants, click the **Gallery** or **Speaker** icon at the top right of your screen. You may expand the Zoom to full screen by selecting the two opposite arrows, also located at the top right of your screen.
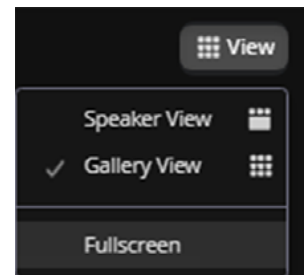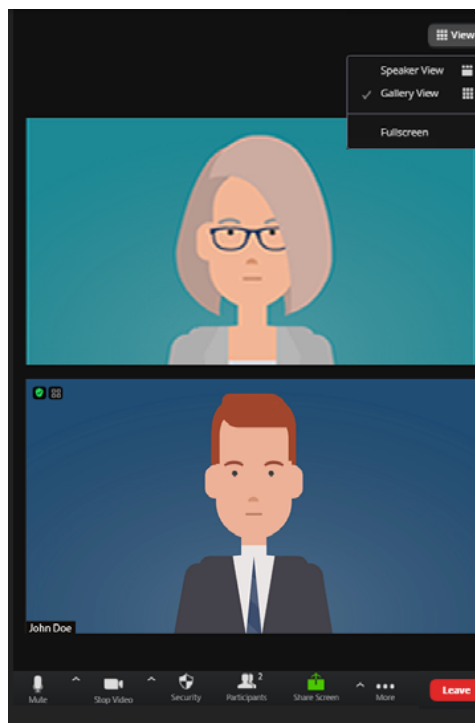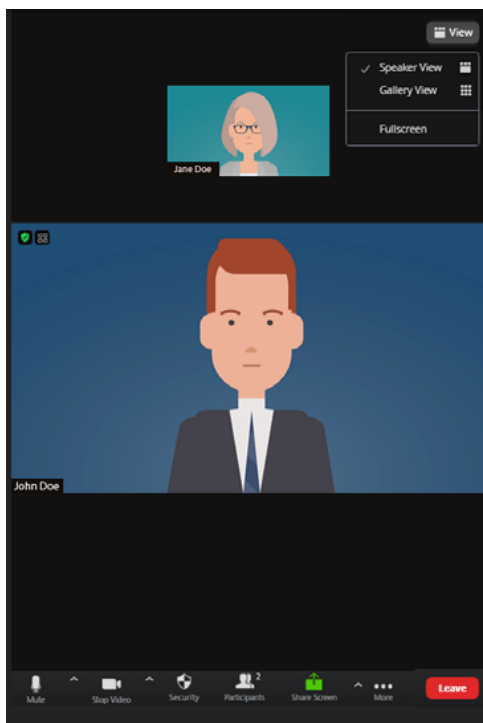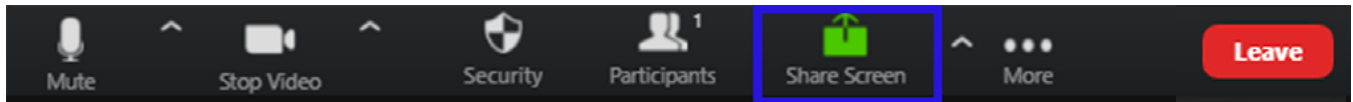

PARTICIPANTS

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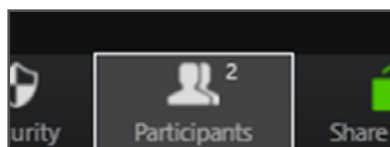
SCREENSHARE

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

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).


Entire Screen

Window

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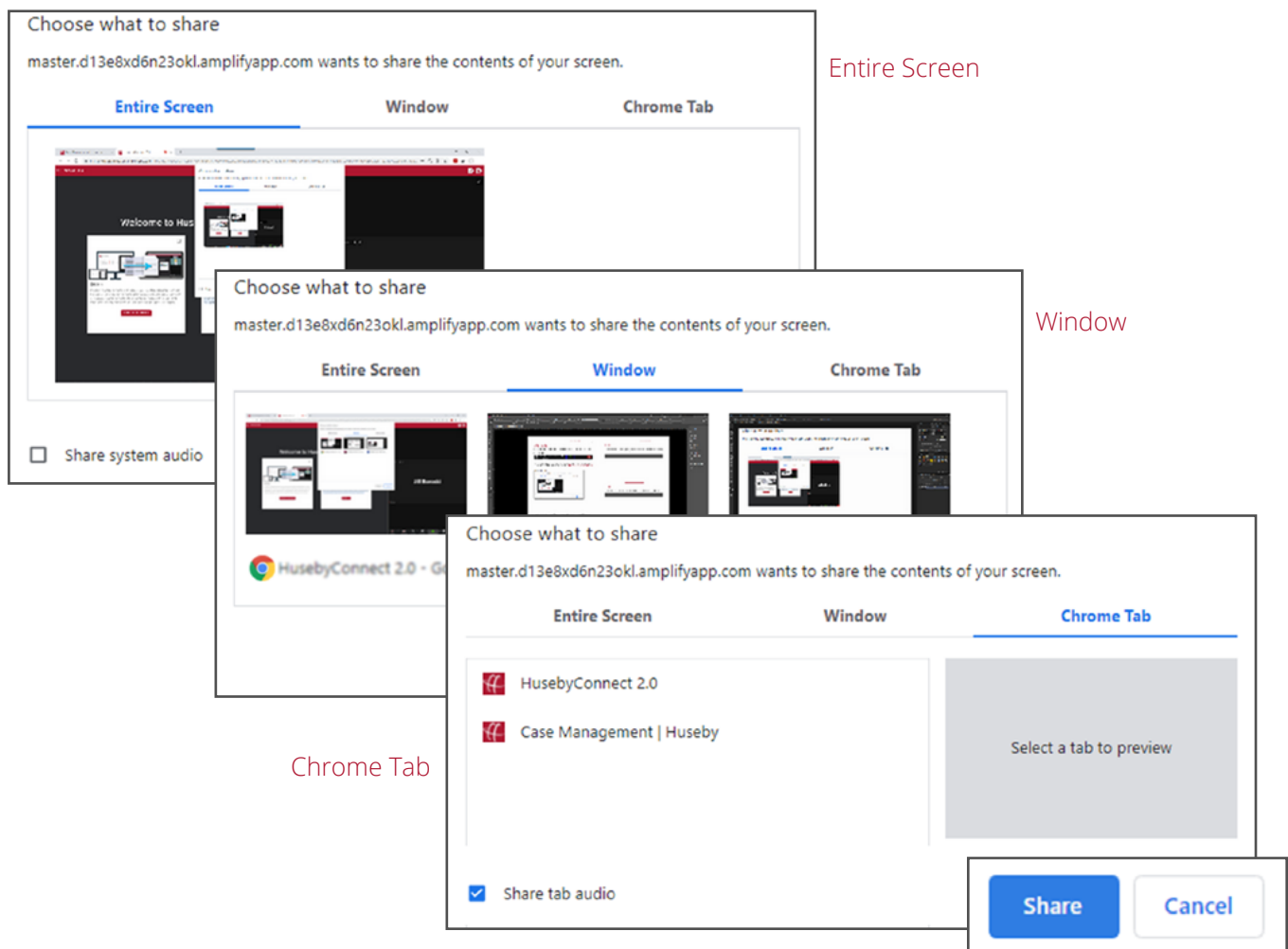
Once you select what you would like to share, select the **SHARE** button. If you would like to share audio, please check the Share audio box at the bottom left of the **Share Screen** option box.

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 it Enter on your keyboard.
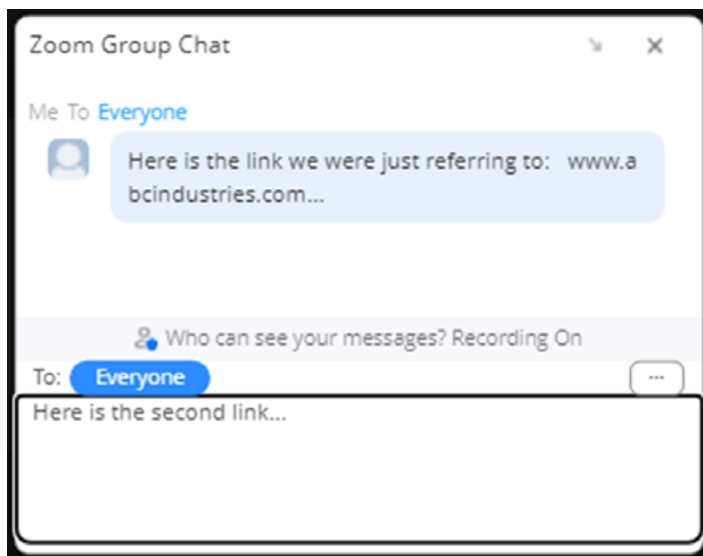
NOTE: You can choose to send a chat to **everyone**, or to send a note **privately**.

Huseby can block this feature at your request.
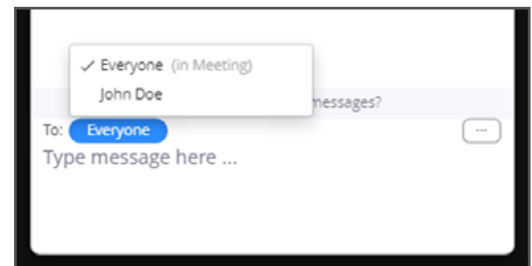
LEAVE

To leave the event, select **Leave** in the red box on the bottom right of your screen.
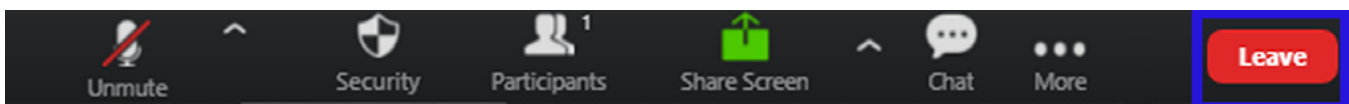
EXHIBIT PRESENTATION (LIVE)

GETTING STARTED

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

TIP: Resize the video section and exhibit presentation section to your preference by selecting the bar between sections and dragging your mouse to the left or right.

UPLOADING EXHIBITS DURING YOUR EVENT

To upload an exhibit during your event, follow these steps:

1. Join your event.

2. Select **PRESENT AN EXHIBIT**.
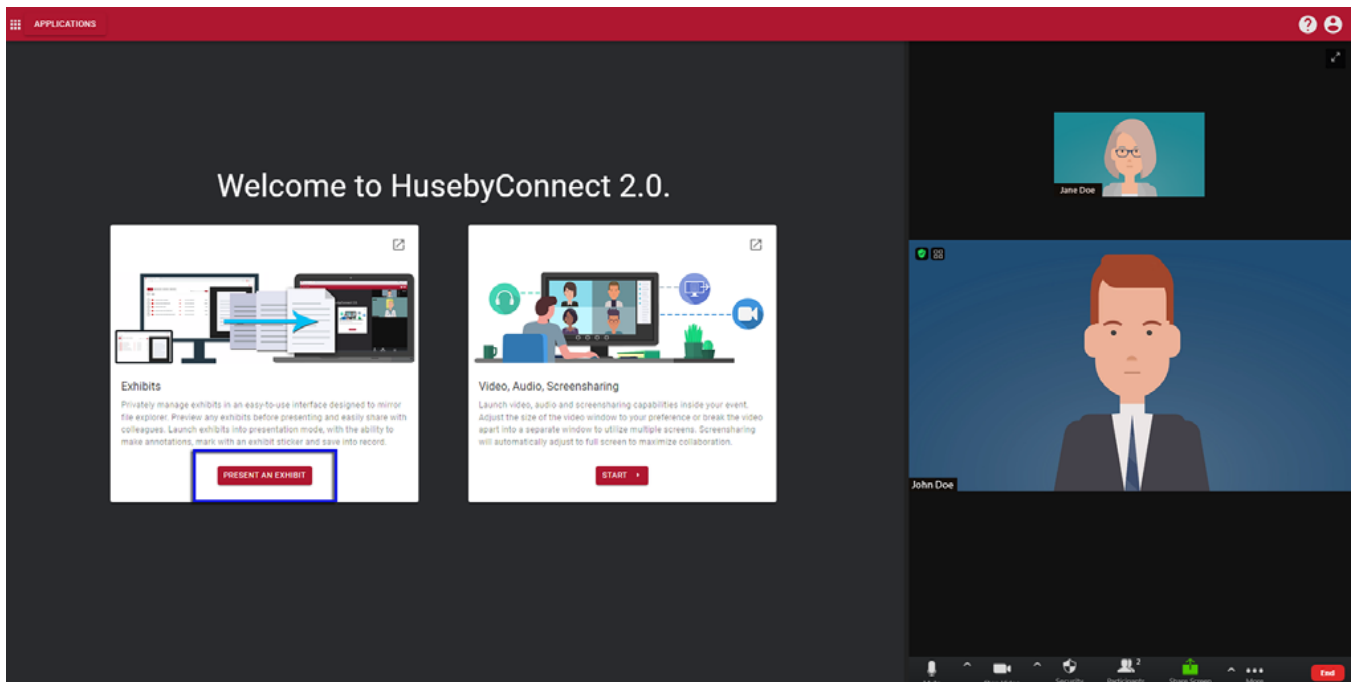
3. In your **Manage Exhibits** module on the left side of your screen, drag and drop your exhibit file into the white space.
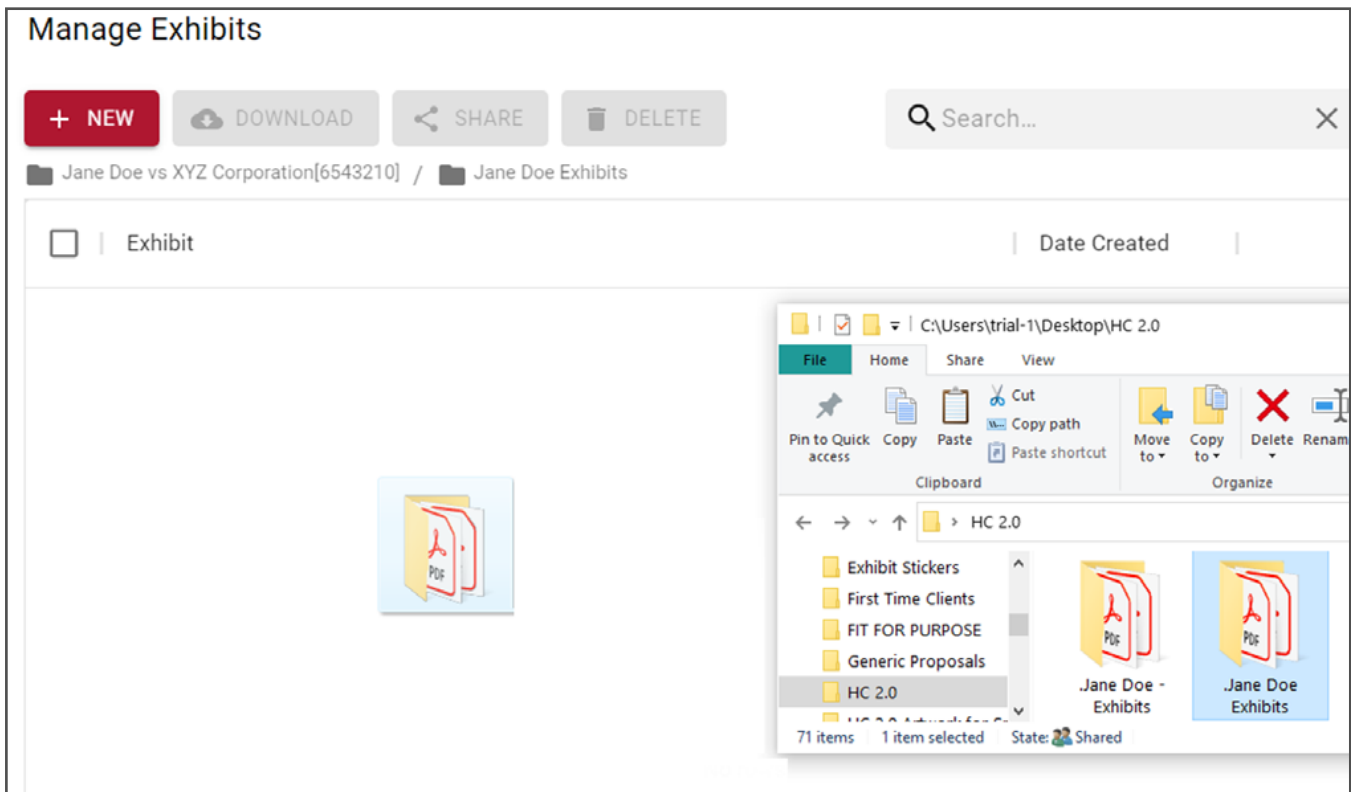
Uploading Exhibits Pre-Deposition:

To learn about how to preload exhibits, create folders, and organize your exhibits prior to your event, visit **Manage Exhibits** on page 14.

4. Select **UPLOAD**, then **OK**.
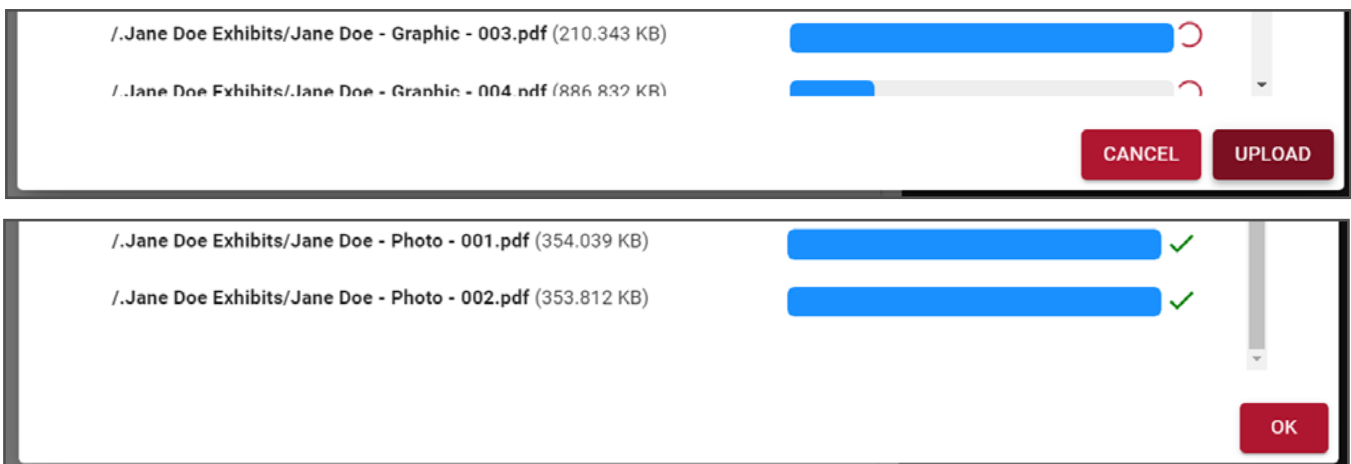
PREVIEWING EXHIBITS

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 to the right.

ADDITIONAL PREVIEW MODE TOOLS:

Scroll through the exhibit using the scroll bar directly to the right of the exhibit preview.

Flip through pages using the arrows at the bottom of the exhibit preview.

Download that particular exhibit by selecting the download icon at the top right of the exhibit preview.

Zoom in and out of the exhibit using the + and - buttons directly above the exhibit preview.
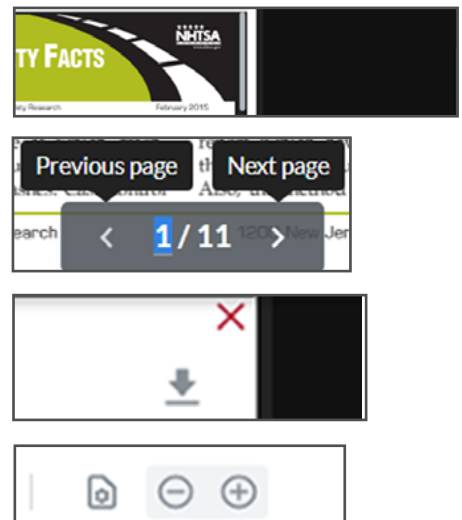
EXHIBIT PRESENTATION MODE

Once you have previewed the exhibit you would like to present, it's time to launch the Exhibit Presentation! Here's how:

1. Select the **More Options** button (three vertical dots to the right of the exhibit name).

2. Select **Launch Exhibit Presentation**.

In our live event, you are now **Exhibit Presentation** mode. All participants in the remote deposition room can see the exhibit you are displaying on their screen.
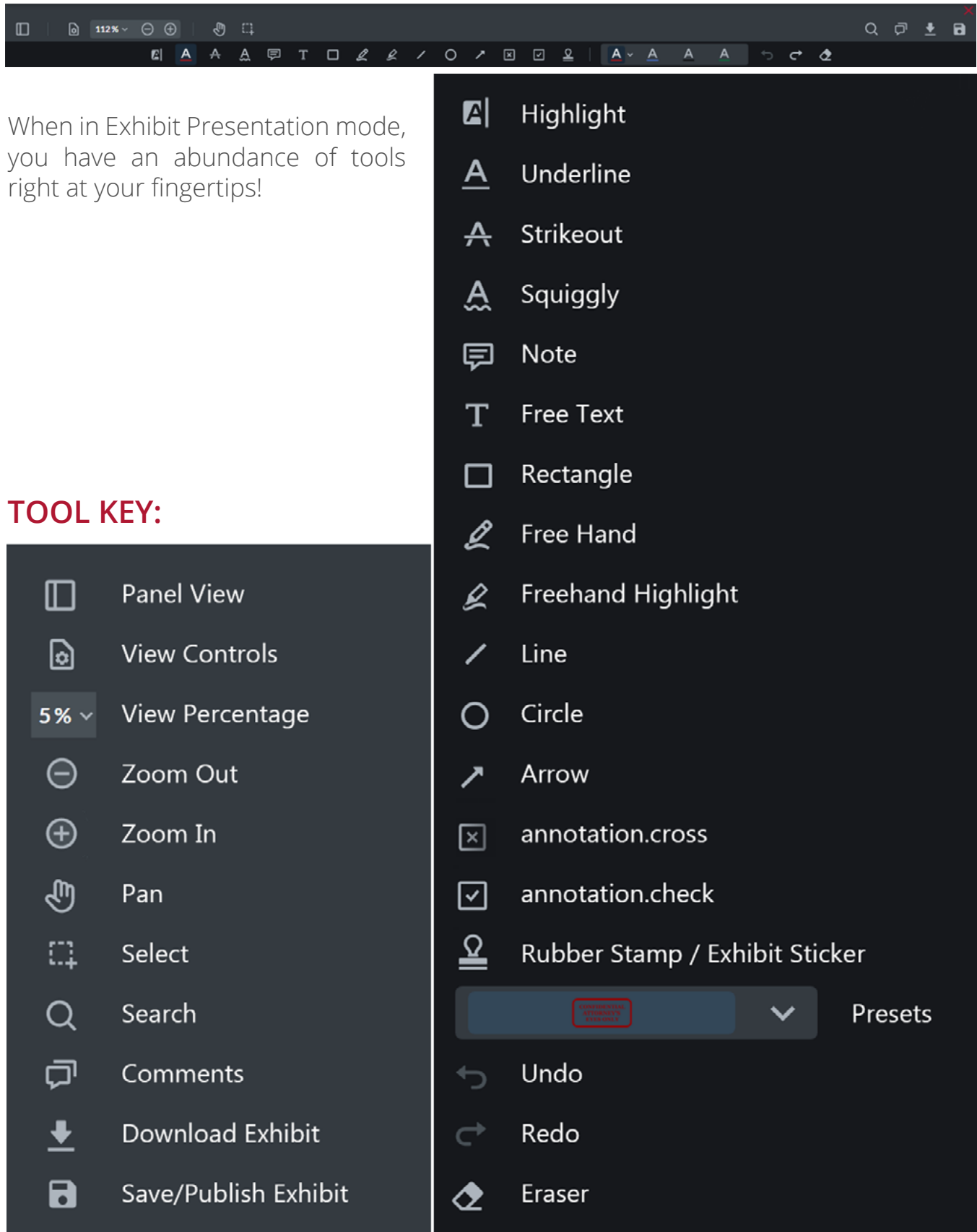
NOTE: Unless given remote control access, only you can navigate the document and operate the annotation tools.
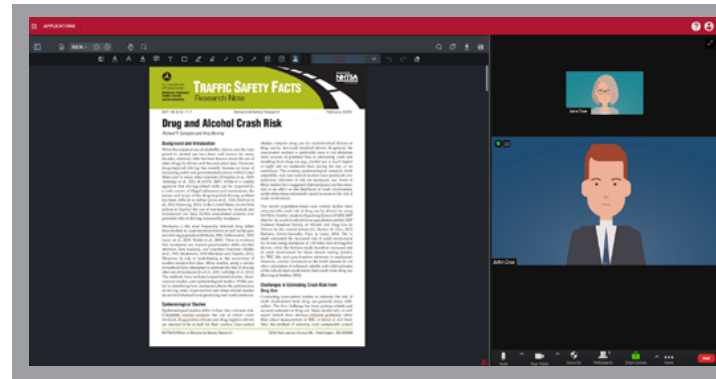
EXHIBIT PRESENTATION TOOLS

When in Exhibit Presentation mode, you have an abundance of tools right at your fingertips!

TOOL KEY:

▯	Panel View
▤	View Controls
5% ⌄	View Percentage
⊖	Zoom Out
⊕	Zoom In
✋	Pan
⬚	Select
🔍	Search
▭	Comments
⬇	Download Exhibit
💾	Save/Publish Exhibit

🄰	Highlight
A	Underline
A	Strikeout
A	Squiggly
▭	Note
T	Free Text
▢	Rectangle
✎	Free Hand
✎	Freehand Highlight
╱	Line
○	Circle
↗	Arrow
⊠	annotation.cross
☑	annotation.check
⚲	Rubber Stamp / Exhibit Sticker
	Presets ⌄
↶	Undo
↷	Redo
⬒	Eraser

HIGHLIGHT TOOLS
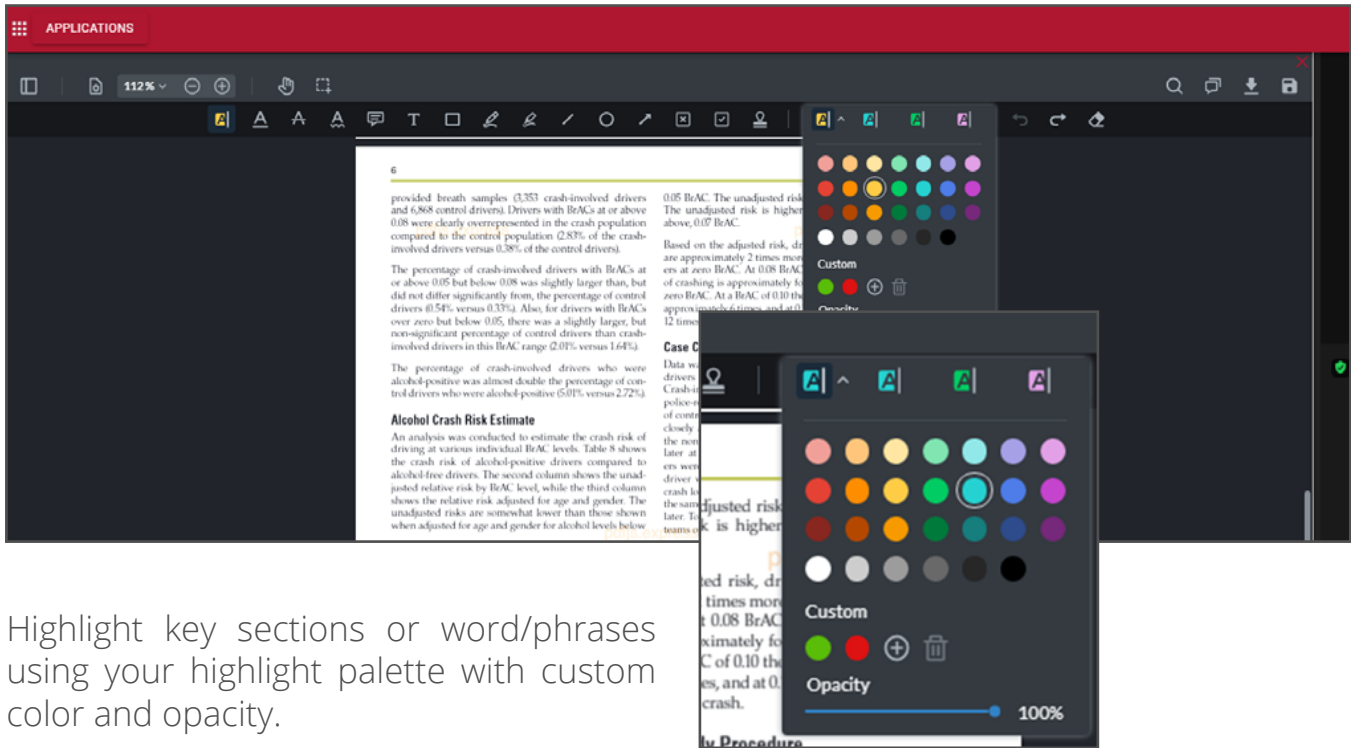
Highlight key sections or word/phrases using your highlight palette with custom color and opacity.
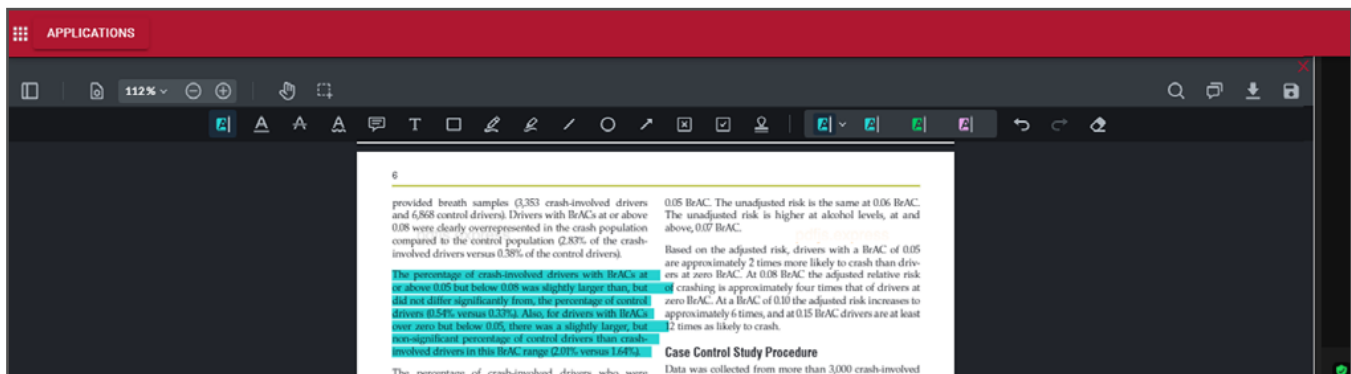
Select highlighted text of an existing annotation and modify color/opacity on-the-fly with the annotation palette.
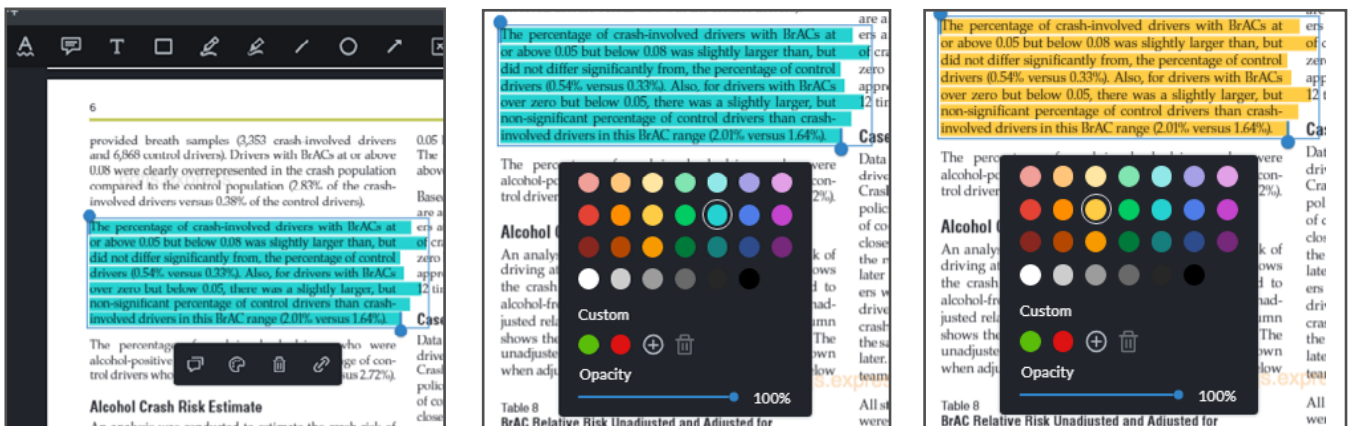
RECTANGLE TOOL
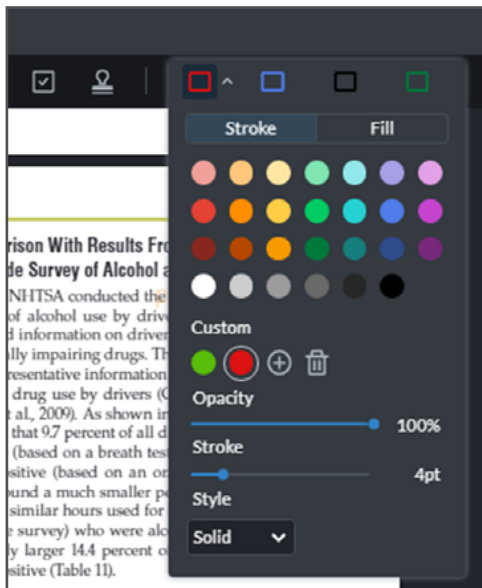
Choose the color you want from the Rectangle Tool Palette. You can control Opacity, Stroke, and Style here, too.
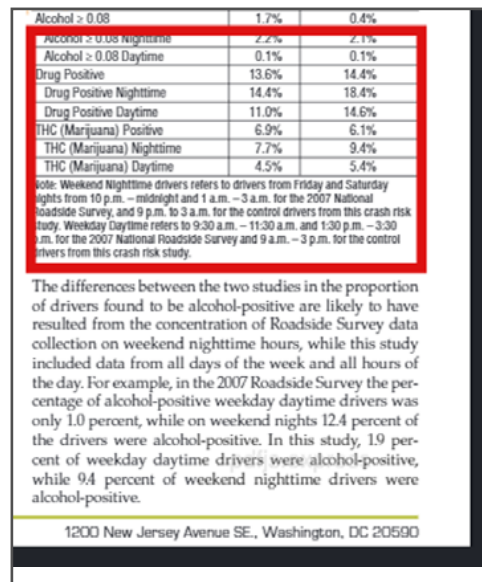
Select the area of the document you wish to place the rectangle around. By clicking the line of the rectangle, you can move and
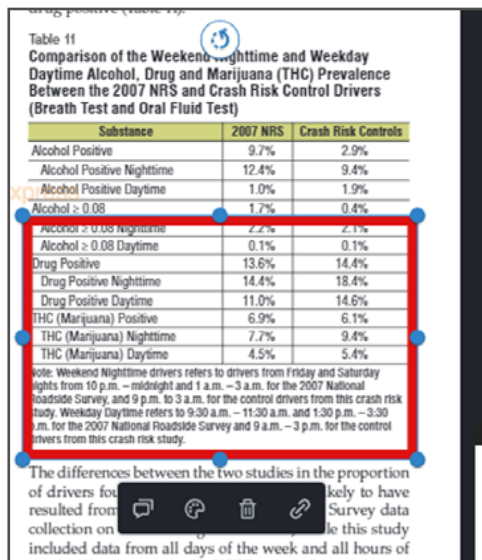
When hovering over the line of the rectangle, a tool bar will appear. From here you can edit the existing rectangle on-the-fly.

After clicking the toolbar, your palette and editing panel appears. From here you can control color, opacity, stroke,

OTHER GREAT TOOL FEATURES!

Annotation tracking, indicating type, page, author, creation time/date, and more!

Comments and comment tracking - including author, time, location, and more!

Beyond the default palette, **CUSTOM** color is an option:

MARKING EXHIBITS

You can easily mark an exhibit with an electronic exhibit sticker in just a few simple steps:

1. At the top of the exhibit toolbar, directly above your exhibit, select the Rubber Stamp button.

2. Select the exhibit sticker you would like to add by clicking the down arrow to the right of the Rubber Stamp button.

3. An exhibit sticker will then be attached to your mouse so you can choose the placement of the sticker. To place the exhibit sticker on the document, left click.


4. The exhibit number will automatically start at 1. To change the exhibit number, double click in the exhibit sticker box.

FINAL EXHIBIT FOLDER

Once you have finished presenting and marking your exhibit, select the save button at the top right of your exhibit toolbar. In the Publish Exhibit box, click **YES** to save any annotations you have made. Your exhibit will save to a **Final Exhibits** folder in your **Manage Exhibits** module.
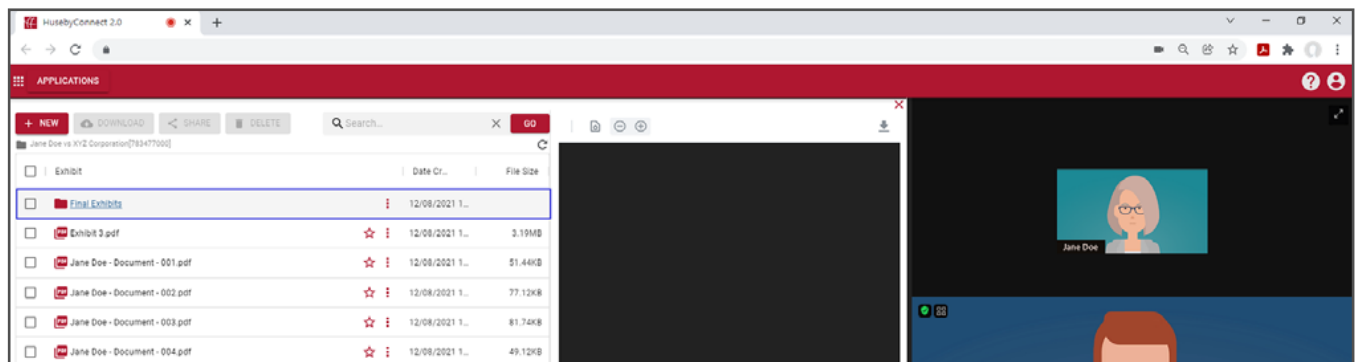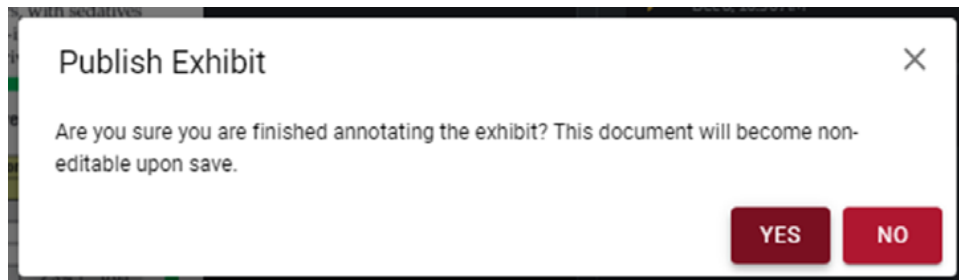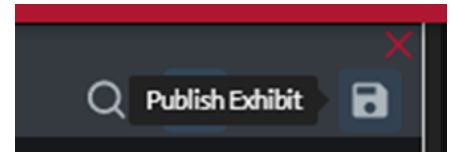

You can access this folder at any time in your Manage Exhibits module or in your Repository.

To learn more about accessing and navigating your Manage Exhibits module, visit Manage Exhibits on page 14.

EXPERT TIP: You can download a copy directly to your local files by selecting the down arrow at the top right of your exhibit toolbar, to the left of the save button.
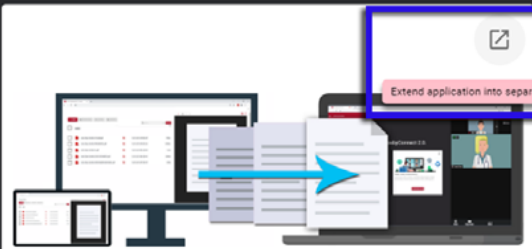
DUAL MONITOR OPTIONS

You can easily view the witness and exhibits on two separate monitors!
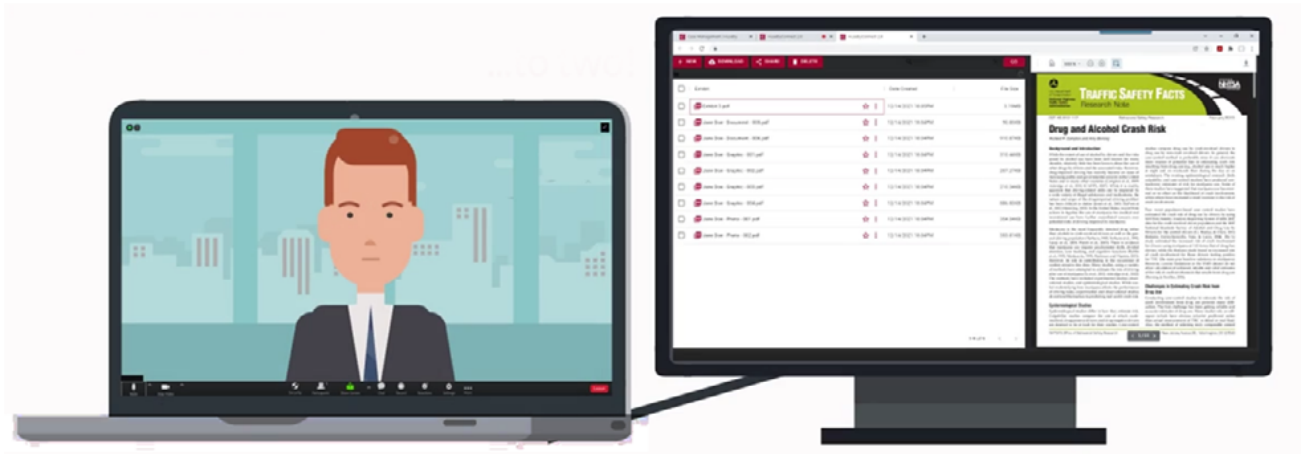
To view **Exhibit Presentation** mode on one screen and the event room on another, simply select the **Extend Application into Separate Browser Tab** arrow located at the top right of each section card.
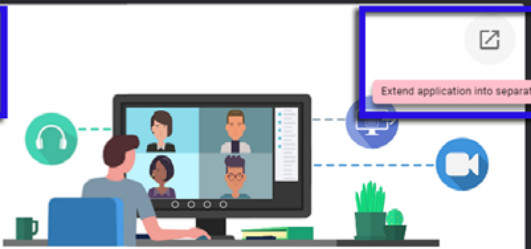
Breaking-Apart **Video, Audio, and Screensharing Module**

Breaking-Apart **the Exhibit Presentation Module**

To go back to a combined screen, simply exit out of the extended application browser tab(s).

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