

# PHIPPS REPORTING

## REMOTE LITIGATION: How to Connect and Attend via Zoom

via Email | Web Browser | Zoom Desktop | Mobile Phone | Landline | Mobile Application

### TESTING INTERNET IN ADVANCE:

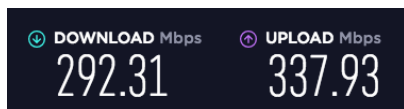
Prior to the day of the deposition, it's important to test your Internet connection (bandwidth) from the location where you will be to ensure everything runs smoothly.

It's also recommended that you do a "Join Meeting Test" as described below.

Perform bandwidth test as follows:

1. Visit [www.speedtest.net](http://www.speedtest.net)
2. Click "GO" button to begin test.
3. Make note of numbers displayed (as listed in sample below) of the download and upload speed results.

EXAMPLE:



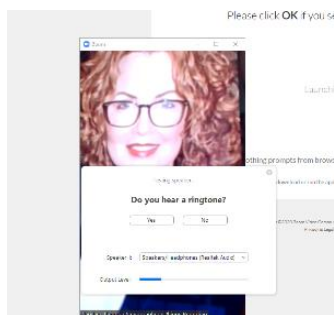
DOWNLOAD SPEED = 235.76 Mbps / UPLOAD SPEED = 11.76 Mbps

(RECOMMENDED MINIMUMS: Download 8 Mbps / Upload 1.5 Mbps)

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from [their Download Center](#). Otherwise, you will be prompted to download and install Zoom when you click a Join link.

You can also [join a test meeting](#) to familiarize yourself with Zoom.

Follow prompts to test speakers and microphone.



### Join Meeting Test

Test your internet connection by joining a test meeting

Join

### NOTES:

- Each meeting has a unique 9, 10, or 11-digit number called a [meeting ID](#) that will be required to join a Zoom meeting
- If you are joining via telephone, you will need the [teleconferencing number](#) provided in the invite.



## JOINING THE DEPOSITION VIA LINK IN EMAIL:

Click the join link in your email or calendar invitation.



Depending on your default web browser, you may be prompted to open Zoom.



ZOOM HELP CENTER: [Email](#)



## JOINING THE DEPOSITION ON WINDOWS / MAC VIA MEETING ID:

1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:
  - o Click **Join a Meeting** if you want to join without signing in.

ZOOM HELP CENTER: [Windows](#) | [Mac](#)



- o Sign in to Zoom then click **Join**.

3. Enter the [meeting ID](#) number and your display name.

- o If you're signed in, change your name if you don't want your [default name](#) to appear.
- o If you're not signed in, enter a display name.

### Join a Meeting

Meeting ID or Personal Link Name

Do not connect to audio

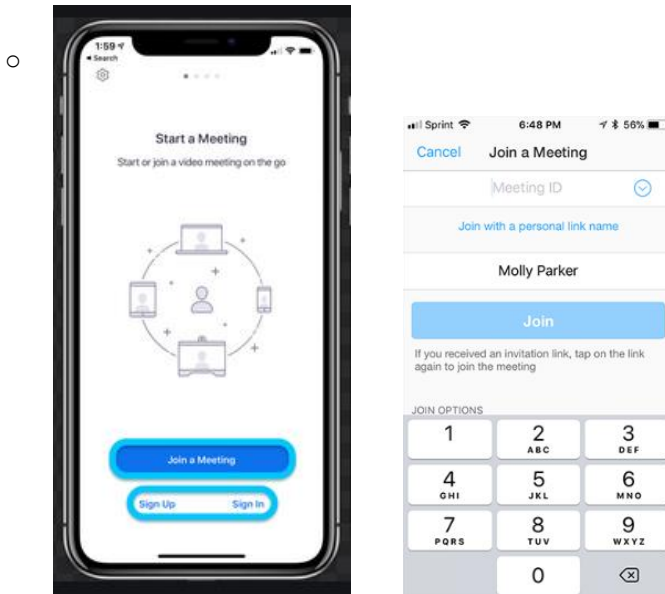
Turn off my video

4. Select if you would like to connect audio and/or video and click **Join**.



## JOINING THE DEPOSITION ON IOS MEETING ID:

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store.
2. Join a meeting using one of these methods:
  - o Tap **Join a Meeting** if you want to join without signing in.



ZOOM HELP CENTER: [iOS](#)



## JOINING THE DEPOSITION BY PHONE:

Call in to the proceeding via telephone if your Internet connection is poor and use your computer/iPad to just view video only. Make sure computer is muted or you checked that you will call in. Two devices receiving audio causes horrible feedback.

1. On your phone, dial the [teleconferencing](#) number provided in your invite.
2. Enter the meeting ID number when prompted using your dialpad.

**NOTE:** If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer. If you have not joined on your computer, simply press # again when prompted to enter in your participant ID.

ZOOM HELP CENTER: [Telephone](#)