

Zoom Deposition Guide

AR
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To Get Started

You and Other Parties Involved Will Need...

- I. A computer with a video camera and 5GB+ of hard drive space
- II. A stable internet connection (at least 3Mbps download and 3Mbps upload speeds; +1Mbps for each additional participant beyond two)

To test internet speed, use this link:

<https://www.google.com/search?client=safari&rls=en&q=test+internet+speed&ie=UTF-8&oe=UTF-8>

or Google “internet speed test”

Internet speed test



Check your internet speed in under 30 seconds. The speed test usually transfers less than **40 MB of data**, but may transfer more data on fast connections.

To run the test, you'll be connected to [Measurement Lab](#) (M-Lab) and your IP address will be shared with them and processed by them in accordance with their [privacy policy](#). M-Lab conducts the test and publicly publishes all test results to promote internet research. Published information includes your IP address and test results, but doesn't include any other information about you as an internet user.

[About](#)



RUN SPEED TEST

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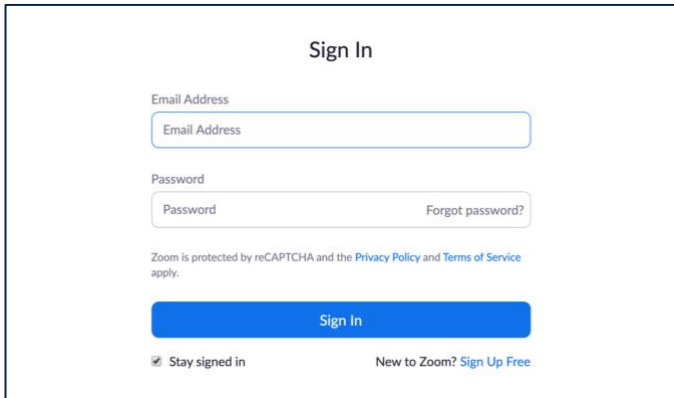
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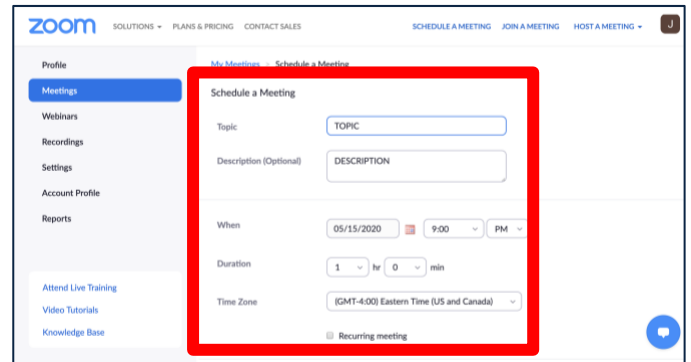
Creating Meetings

Step 1: Sign into Zoom at <https://zoom.us/signin>



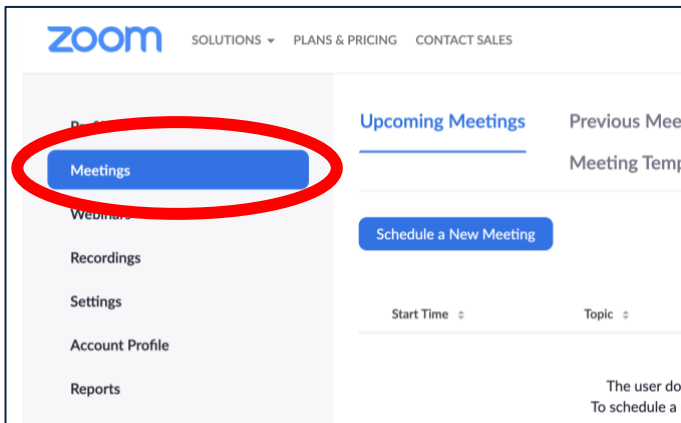
The image shows the Zoom Sign In page. It features a 'Sign In' heading, an 'Email Address' input field, a 'Password' input field with a 'Forgot password?' link, and a blue 'Sign In' button. Below the button are checkboxes for 'Stay signed in' and a link for 'New to Zoom? Sign Up Free'.

Step 4: Fill in meeting information



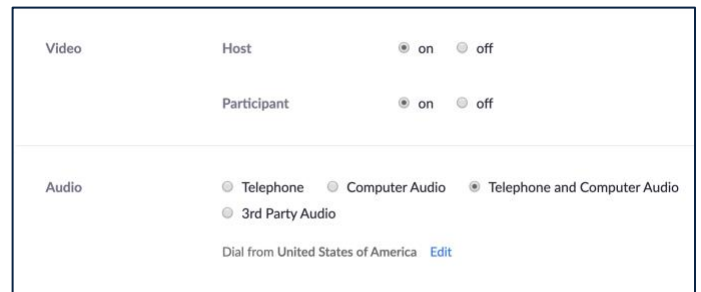
The image shows the 'Schedule a Meeting' form in the Zoom interface. A red box highlights the form fields: 'Topic', 'Description (Optional)', 'When' (date and time), 'Duration', and 'Time Zone'. There is also a checkbox for 'Recurring meeting'.

Step 2: Go to “Meetings”



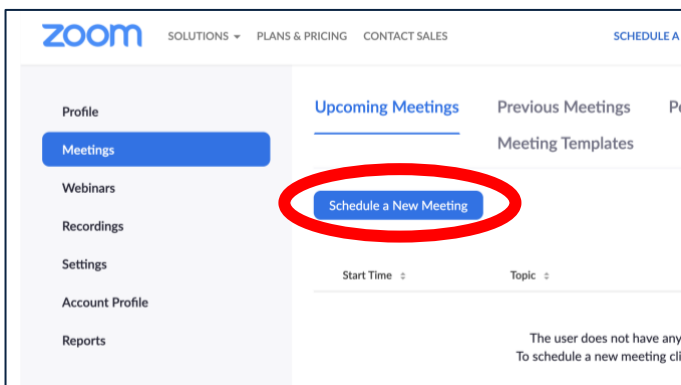
The image shows the Zoom dashboard with the 'Meetings' menu item highlighted by a red oval. The dashboard includes a sidebar with navigation options like Profile, Meetings, Webinars, Recordings, Settings, Account Profile, and Reports. The main area shows 'Upcoming Meetings' and a 'Schedule a New Meeting' button.

Step 5: Turn video & audio on
Video “on” for host & participant
and select “Telephone and Computer Audio”



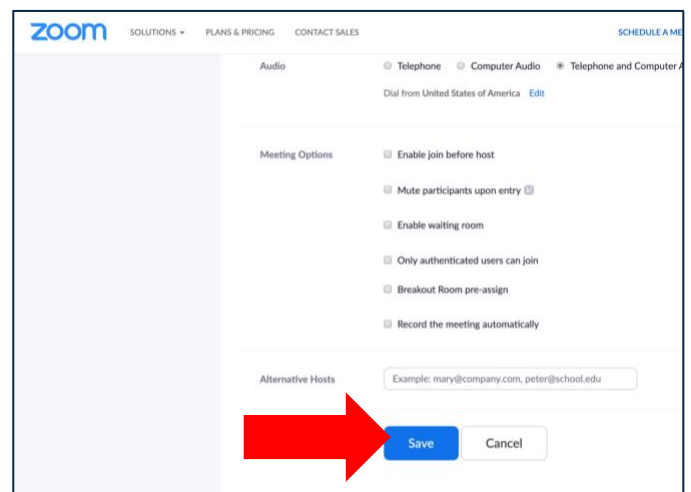
The image shows the 'Video' and 'Audio' settings for a meeting. Under 'Video', the 'Host' and 'Participant' options are both set to 'on'. Under 'Audio', the 'Telephone and Computer Audio' option is selected.

Step 3:
Click “Schedule a New Meeting”



The image shows the Zoom dashboard with the 'Schedule a New Meeting' button highlighted by a red oval. The dashboard layout is similar to Step 2, showing the 'Meetings' menu and the 'Schedule a New Meeting' button.

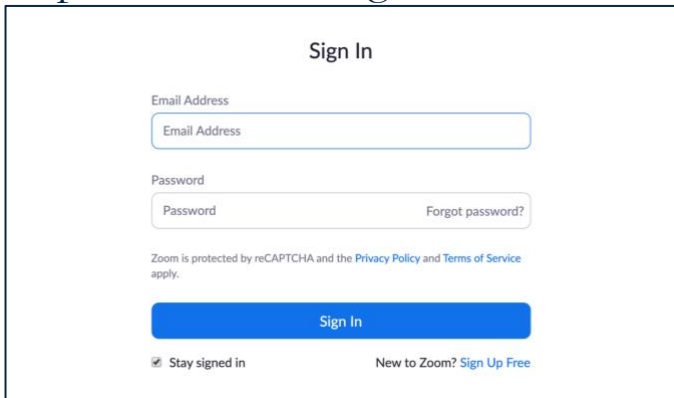
Step 6:
Click “Save”



The image shows the bottom of the Zoom 'Schedule a Meeting' form. A red arrow points to the 'Save' button, which is next to a 'Cancel' button. The form also shows 'Meeting Options' and 'Alternative Hosts' fields.

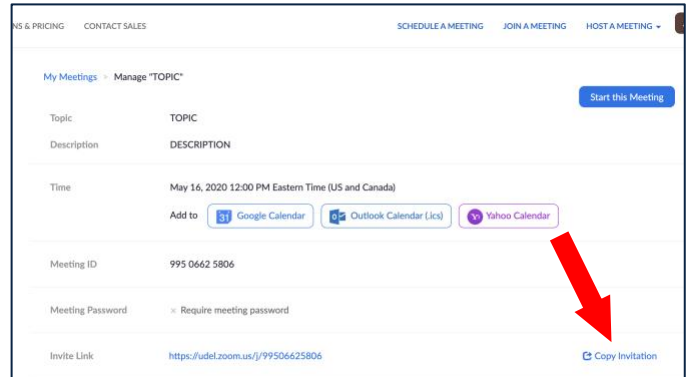
Inviting Participants

Step 1: Sign into Zoom at <https://zoom.us/signin>



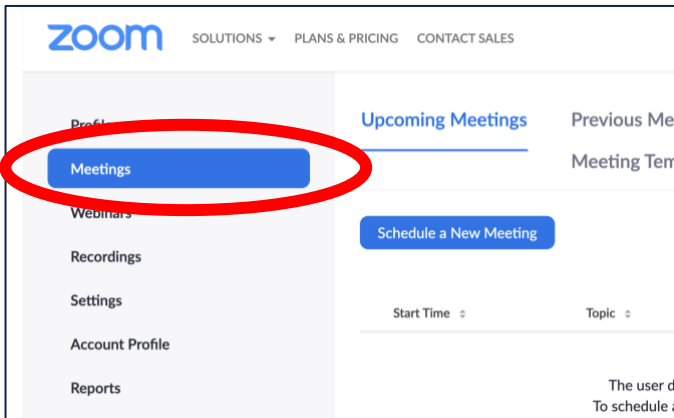
The image shows the Zoom Sign In page. It features a 'Sign In' heading, an 'Email Address' input field, a 'Password' input field with a 'Forgot password?' link, and a blue 'Sign In' button. Below the button are checkboxes for 'Stay signed in' and 'New to Zoom? Sign Up Free'. A note at the bottom states: 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.'

Step 4: Click “Copy Invitation”



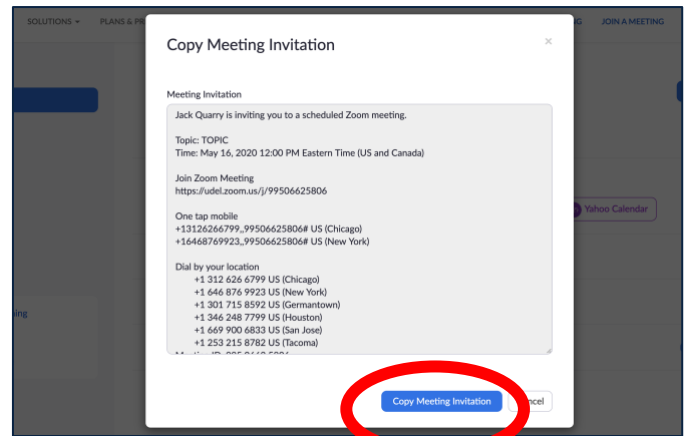
The image shows the Zoom Meeting Management page for a meeting titled 'TOPIC'. It includes fields for 'Topic', 'Description', 'Time' (May 16, 2020 12:00 PM Eastern Time), 'Meeting ID' (995 0662 5806), and 'Meeting Password' (Require meeting password). There are buttons for 'Add to' (Google Calendar, Outlook Calendar, Yahoo Calendar) and a blue 'Start this Meeting' button. A red arrow points to the 'Copy Invitation' button at the bottom right.

Step 2: Go to “Meetings”



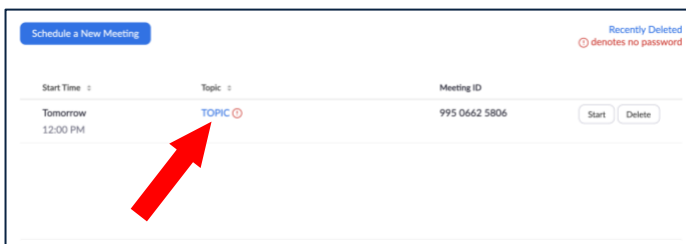
The image shows the Zoom Home page. The 'Meetings' button in the left sidebar is circled in red. The main content area shows 'Upcoming Meetings' with a 'Schedule a New Meeting' button and a table with columns for 'Start Time' and 'Topic'.

Step 5: Copy meeting invitation
(Click “Copy Meeting Invitation” to copy”



The image shows the 'Copy Meeting Invitation' dialog box. It contains meeting details: 'Topic: TOPIC', 'Time: May 16, 2020 12:00 PM Eastern Time (US and Canada)', 'Join Zoom Meeting: https://udel.zoom.us/j/99506625806', and various dial-in numbers for mobile and landline. A red circle highlights the 'Copy Meeting Invitation' button at the bottom.

Step 3:
Click on meeting link under “Topic”

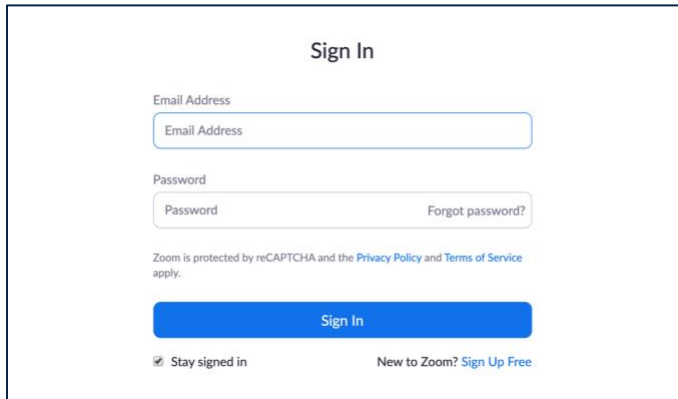


The image shows a table of meetings. The 'Topic' column contains the text 'TOPIC' with a red circle next to it. A red arrow points to this text. The table also shows 'Start Time' (Tomorrow 12:00 PM) and 'Meeting ID' (995 0662 5806).

Step 6:
Paste into email and send

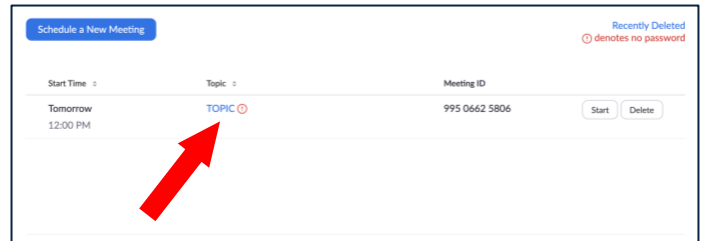
Starting Meetings

Step 1: Sign into Zoom at <https://zoom.us/signin>



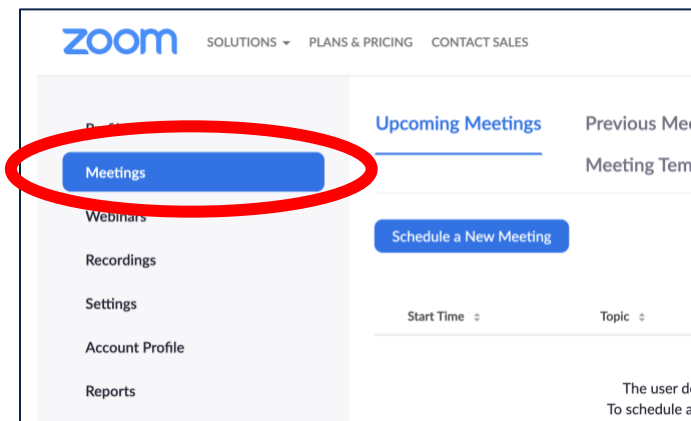
The image shows the Zoom sign-in page. It features a 'Sign In' heading, an 'Email Address' input field, a 'Password' input field with a 'Forgot password?' link, and a blue 'Sign In' button. Below the button are checkboxes for 'Stay signed in' and a link for 'New to Zoom? Sign Up Free'.

Step 3: Click on meeting link under “Topic”



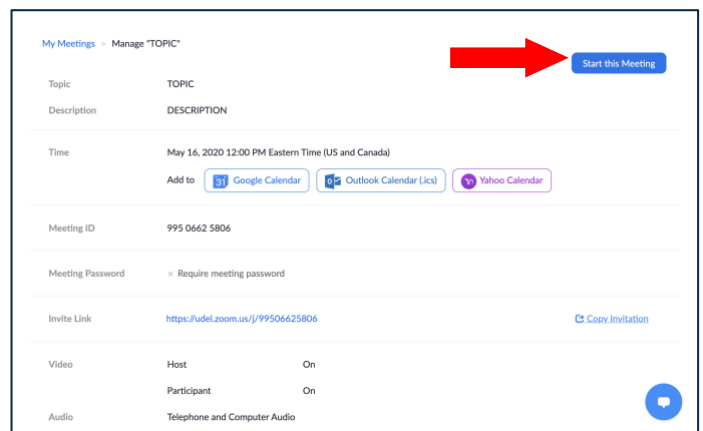
The image shows the 'My Meetings' page in Zoom. A red arrow points to the 'TOPIC' link in the 'Topic' column of a table. The table has columns for 'Start Time', 'Topic', and 'Meeting ID'. The first row shows 'Tomorrow 12:00 PM', 'TOPIC', and '995 0662 5806'. There are 'Start' and 'Delete' buttons for each meeting. A 'Schedule a New Meeting' button is at the top left, and a 'Recently Deleted' notice is at the top right.

Step 2: Go to “Meetings”



The image shows the Zoom account page. The 'Meetings' button in the left sidebar is circled in red. The main content area shows 'Upcoming Meetings' and 'Previous Meetings' sections. A 'Schedule a New Meeting' button is visible. The top navigation bar includes 'zoom', 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'.

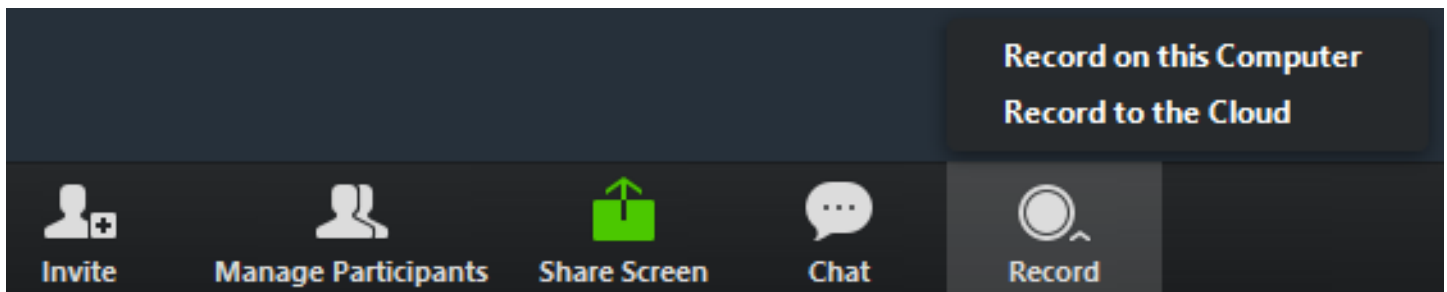
Step 4: Click “Start This Meeting”



The image shows the 'Manage TOPIC' page for a meeting. A red arrow points to the 'Start this Meeting' button. The page displays meeting details: 'Topic: TOPIC', 'Description: DESCRIPTION', 'Time: May 16, 2020 12:00 PM Eastern Time (US and Canada)', 'Meeting ID: 995 0662 5806', and 'Meeting Password: Require meeting password'. There are buttons for 'Add to' (Google Calendar, Outlook Calendar, Yahoo Calendar), 'Invite Link' (https://jdel.zoom.us/j/99506625806), and 'Copy Invitation'. The bottom section shows 'Video' and 'Audio' settings for Host and Participant.

Recording Meetings

Step 1: Click “Record” at the bottom of the screen and select “Record on this Computer”



Step 2: Pause or stop the recording by clicking the “Pause/Stop Recording” button

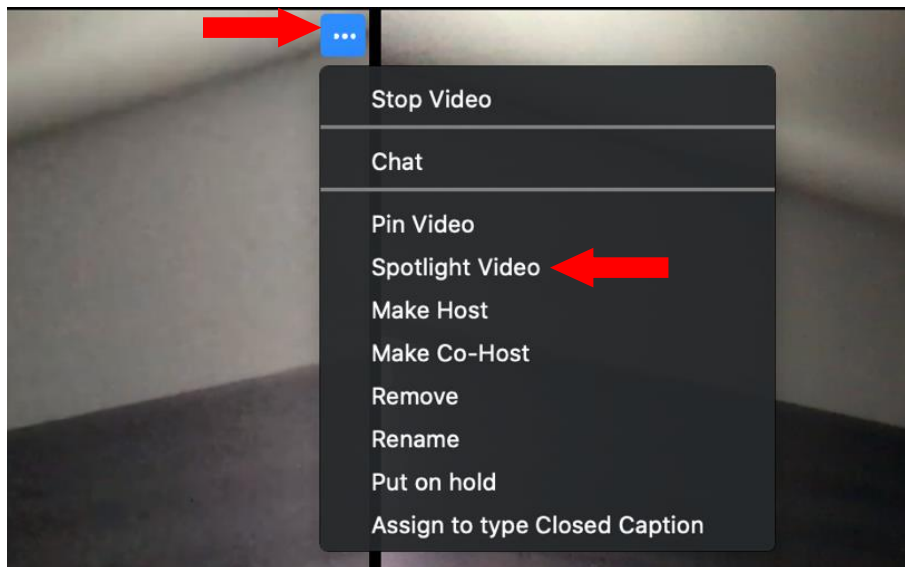


Spotlight Deponents

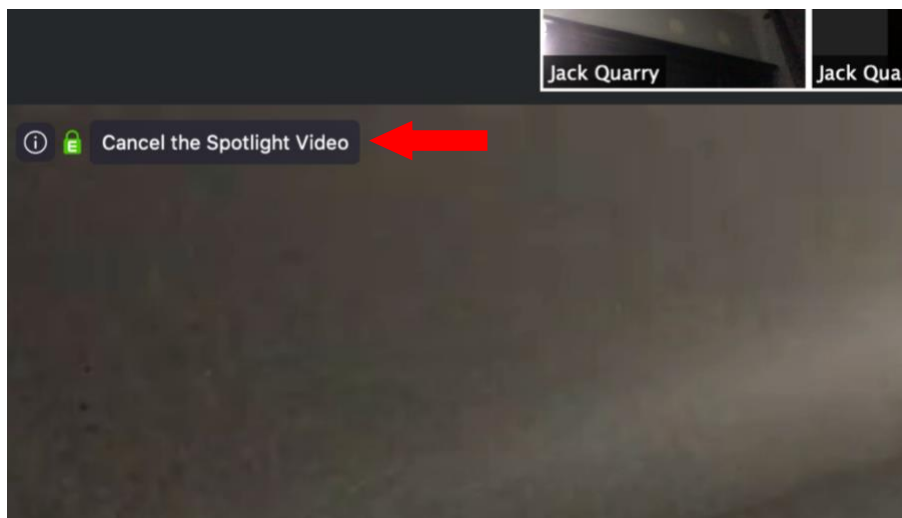
Step 1: Click “Manage Participants”



Step 2: Click “...” on participant, then click “Spotlight Video”



Step 3: Click “Cancel the Spotlight Video” to end spotlight



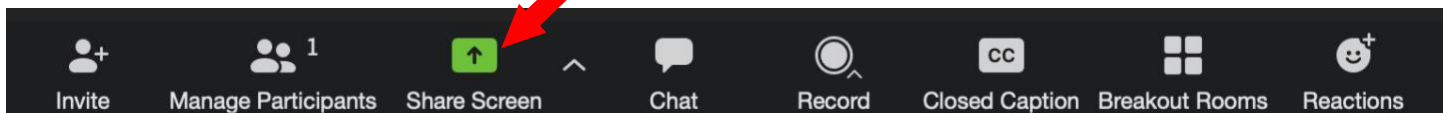
Using Exhibits

Step 1: Organize exhibits into a folder on your desktop before a Zoom deposition

Step 2: Locate the file you want to share

Step 3: Open the file

Step 4: In Zoom, click the green “Share Screen” button

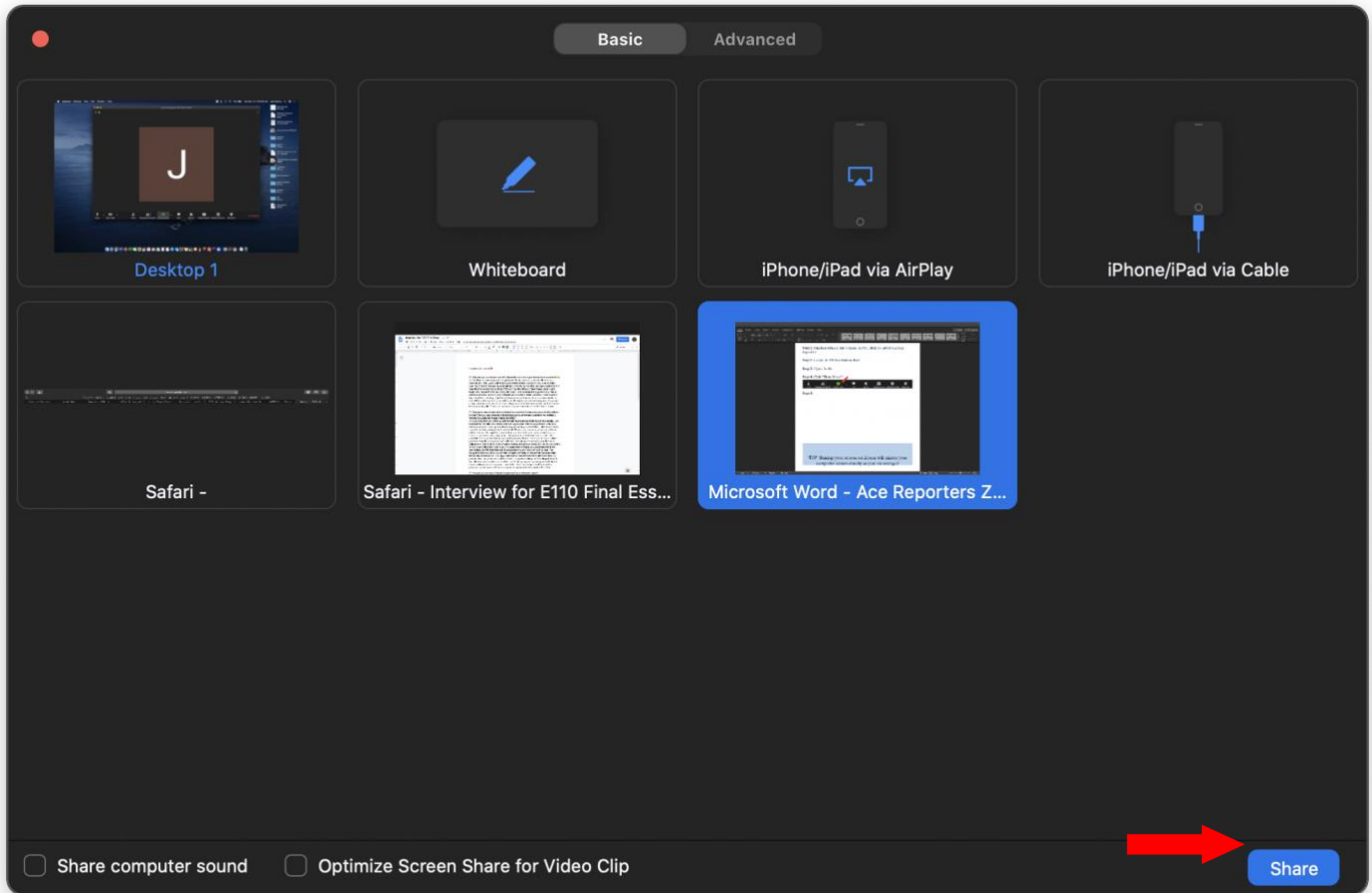


(steps 5 & 6 on the next page)

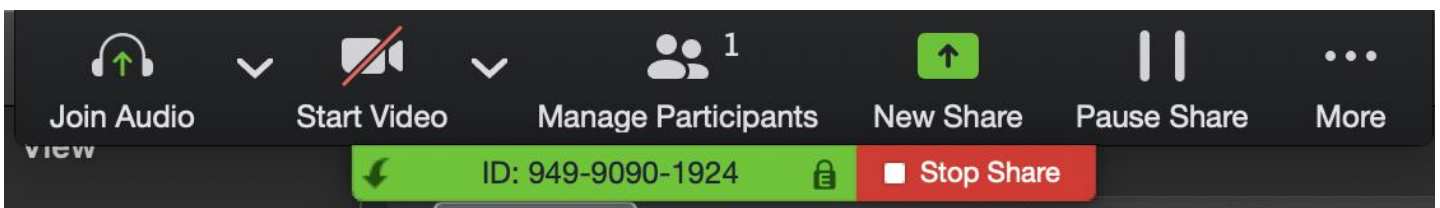
TIP: Sharing your screen on Zoom will mirror your computer screen exactly as you are seeing it.

Using Exhibits (cont.)

Step 5: Select the file you want to share, and click “Share”



Step 6: At the top of the screen, click “New Share” or “Stop Share” to either share a new file or end your sharing session



Retrieving Recordings

- When the meeting is ended, the video conversion will begin.
- Once the conversion is complete, transfer the files to the proper case folder.
- You need roughly 750MB of storage on your device for each hour of recorded video.
- It is recommended that you have 5-10GB of free storage before a new Zoom deposition.

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