

VERITEXT VIRTUAL 3.0 | FOR LEGAL TEAMS

REMOTE PROCEEDINGS GETTING STARTED GUIDE

NOW!

EXPECT A VERITEXT VIRTUAL INVITATION EMAIL

Upon scheduling a Veritext Virtual remote proceeding, participants can expect to receive an email with instructions. For all participants (except the witness) this email includes a prompt to activate your MyVeritext account. If you already have a MyVeritext account then you can skip the activation step. Under separate cover the Proceeding Scheduler receives an email with a join link to forward to participants.

[VIEW SAMPLE PARTICIPANT EMAIL INVITATION](#)

[VIEW SAMPLE NOTIFICATION EMAIL WITH LINK](#)

NEW TO MYVERITEXT? ACTIVATE YOUR ACCOUNT

If you are a first time MyVeritext user, you will need to complete the account activation step in the email invitation to attend your remote session. Your unique MyVeritext username is provided within the email.

- **Activate Account:** Click the button and create a password for your account. You will automatically be logged into your MyVeritext account.
- **Log Into MyVeritext at Any Time:** www.myveritext.com

TODAY!

START THE SELF TEST

All Veritext Virtual users must test the equipment, internet connection and telephone that they will be using for the actual Veritext Virtual remote proceeding at the location where the session will

take place. This self test typically takes 3 to 5 minutes.

Once in MyVeritext click on Live Sessions in the upper navigation bar or the icon. On the Live Session page, click on the appropriate self test link.

HAVE YOU ORDERED REALTIME OR EXHIBIT SHARE?

If you are planning to use the realtime text or Electronic Exhibit features, you can expect an email with further instructions about how to setup an Exhibit Share account and conduct a one-time synch between Exhibit Share and MyVeritext.

[EXHIBIT SHARE INVITE \(TAKING ATTORNEY\)](#)

[EXHIBIT SHARE INVITE \(PARTICIPATING ATTORNEY\)](#)

30 MINUTES BEFORE SESSION

CONNECT VIA THE JOIN LINK *(emailed from the noticing party)*

OR, LOGIN TO [MYVERITEXT.COM](http://myveritext.com)

- **If Joining through MyVeritext:** In the Live Sessions section search for your session and click "Join Now". The Join button next to a listed session will be appear and be clickable one hour before the scheduled start time. For first time Veritext Virtual users, clicking the "Join Now" button will open a new tab on your browser and download an installation file onto your computer.
- **Waiting Room:** Upon arrival you will be placed into a virtual waiting room. This is an isolated waiting room where participants will be unable to interact with

each other. Once all participants are in the waiting room, the host will admit everyone into the main session.

- **Connect to the Audio:** The system will prompt you. There are three options:
 - Join with Computer Audio
 - Phone Call: Provides a dial in number.
 - Call Me: Enter your phone number to receive a call into the session.
- **Connect to the Video:** Turn on your device's webcam to be seen on the video display.
- **Connect via Alternative Methods:** Please contact us for the conference call or video teleconference information at **855.440.4861** or remote@veritext.com.
- **Identify Yourself to the Court Reporter:** Each person who is participating in or attending this session must identify themselves by name to the court reporter so that their appearance is noted on the record.

For technical assistance with the meeting, please call the Veritext Virtual Technical Help Line at

855.440.4861.

- [WATCH THE TUTORIALS](#)
- [VIEW THE REMOTE PROCEEDING PRACTICE GUIDE](#)
- [READ THE FAQs](#)

VERITEXT
LEGAL SOLUTIONS
www.veritext.com