

Exhibit Share

Getting Started Check List For Court Reporters

BEFORE THE DEPOSITION

1. Accept The Invitation

When Exhibit Share has been ordered by the Taking Party you will receive an invitation from notify@egnyte.com. This invitation will have details about the case including the Case Name, Date, Time and Assignment Number, as well as links to view tutorial documents and support information.

2. Setup Your Account

Included in the invitation email will be a secure link to join the Exhibit Share session, as well as temporary credentials. Prior to the deposition, please log in and establish a permanent password, ensuring you are prepared.

You will use these credentials for all jobs you are assigned to that use Exhibit Share. [View the Setting up Your Account Video](#)

3. Conduct A Speed Test

It is a highly recommended that all Exhibit Share users test the Internet connection that they will use for the actual Exhibit Share session prior to the meeting. This test must be done at the same location and with the same equipment that will be used for the actual session. The recommended speed is 8 up and down for 4 users.

[Take the Speed Test Now](#)

DURING THE DEPOSITION

4. Log Into Exhibit Share

Just prior to the deposition start time, visit www.veritext.com/share to log in using the Exhibit Share credentials you created. As the reporter, you can follow along to see the exhibits as they are introduced.

5. Access The Exhibits

Upon logging in you will see two folders: "Depositions" and "Previously Marked."

DEPOSITIONS FOLDER: Within this folder you will access the case you've been assigned to. Here you will see a folder called "Marked Exhibits."

MARKED EXHIBITS FOLDER: All exhibits will automatically file into this folder as they are marked. As files are introduced you will need to refresh the folder – just double click on the folder name.

PREVIOUSLY MARKED FOLDER: Here you can access all previously marked files for this case.

6. Download The Exhibits

If permitted by the Taking Attorney, you may also download exhibits to view them on your computer or retain copies of the files. Just hover over the file to download individual exhibits or check the boxes to download them all.

AFTER THE DEPOSITION

7. Available in Exhibit Share

Exhibits will be available in Exhibit Share up to 36 hours after the deposition.

8. Available in The Partner Portal

Afterwards they also will be uploaded and available in the Veritext Partner Portal as is standard practice.

WATCH THESE TUTORIALS:

[At The Depo \(For The Court Reporter\)](#)

We also recommend watching the short tutorials for the Taking Attorney, the Participating Attorney, and the Witness so you have an understanding of their process:

- [For Taking Attorney's](#)
- [For Participating Attorney's](#)
- [For The Witness](#)

Find more Exhibit Share Video Tutorials at WWW.VERITEXT.COM/SHARE

For technical assistance with the meeting,
please call the Veritext Exhibit Share Technical Help Line at (866) 642-9574).

For more information on taking remote depositions,
please visit www.veritext.com/remotereporter

