HOW TO UPLOAD EXHIBITS PRIOR TO THE DEPOSITION

1. Use the attorney's **Live**Litigation email invitation. Click Here to Manage Exhibits.

2. The first time you login, you will not have a password. Click on "Didn't Receive One?"

3. The attorney's email will appear in the Email Address box. Click on Submit.

4. A pop up will appear that says "You have been emailed a password recovery link. Please check your email to continue this process." Click OK.

5. Go to the attorney's email from **Live**Litigation with the subject: Password Recovery.

6. Click Reset Password.

7. Enter a new password and confirm it. Click OK.

8. You are now in your **Live**Litigation Calendar. Click on the deposition for which you want to upload documents.

9. A pop up appears. Towards the bottom left of the popup click on "Upload Files."

10. Download files from your computer by selecting the document and clicking "Upload Now."

11. When you join the deposition, click on the third icon from the right in the top and all uploaded files will appear there. They are only visible to those people in your group.