

GUIDE TO ZOOM BREAKOUT ROOMS

Zoom allows participants within a videoconferencing proceeding to divide into smaller groups called breakout rooms. Once the breakout rooms are prepared, the meeting host will 'open' the breakout rooms to start the breakout sessions. Breakout rooms may be engaged multiple times during the videoconferencing proceeding and can be reconfigured if requested. Breakout room activity is off-record and is not recorded.

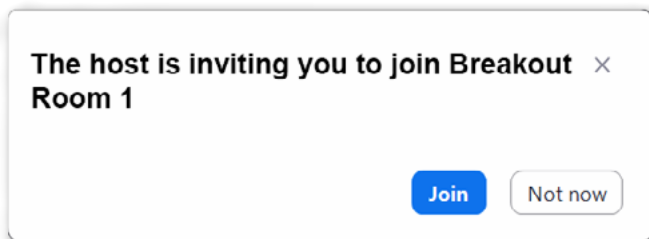
Remote Technicians for Complex Cases

Ask about Esquire's optional Remote Technician service for in-proceeding support. The Remote Technician handles all of the technical aspects of the deposition technology, including setting up Zoom breakout rooms, for a seamless online deposition experience.

Joining a Breakout Room

Participants will be moved to their assigned breakout rooms after confirming the prompt to join the breakout room.

Participants will see the message below when joining the breakout room.



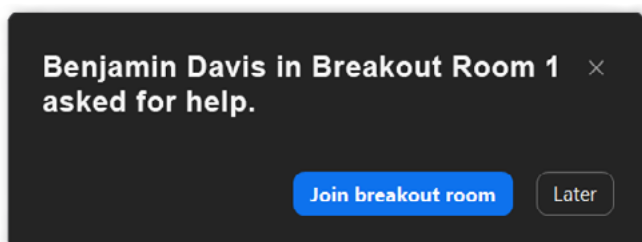
Communication Tools Available in Breakout Rooms

Breakout rooms may include many of the same communication tools as the main room. While in a breakout room, participants may use the following communication tools:

- Audio
- Video (webcam)
- Chat
- Screen Share (*one Screen Share activity per Breakout Room*)
- File Transfer (*within Chat*)

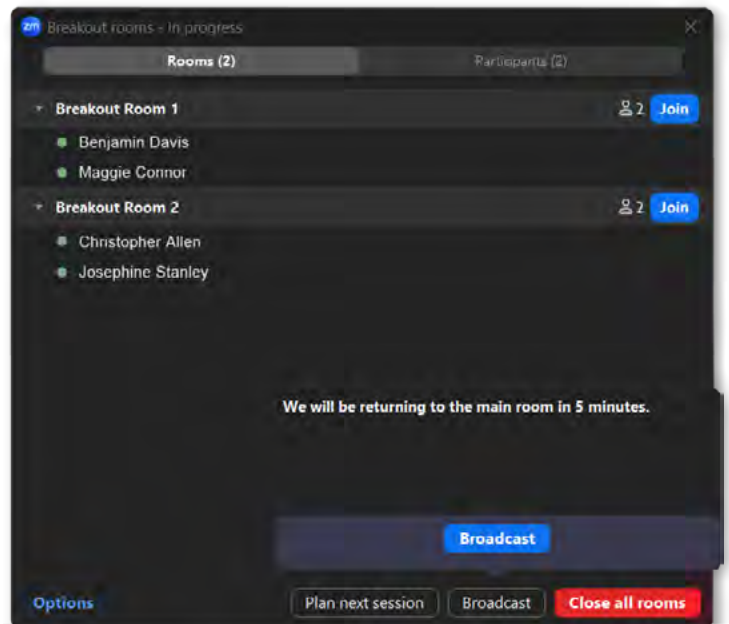


Participants may select the Ask for Help icon on the meeting toolbar. After selecting this icon, the meeting host receives a notification that the participant is asking for assistance in a breakout room. The notification will arrive at the host's location, whether the host is already in a Breakout Room or in the main room.



Broadcast Message to Breakout Room Participants

The meeting host may broadcast a chat message to share information with breakout room participants.



Leaving a Breakout Room

Participants can exit the breakout room by clicking the 'Leave' button at any time to return to the main meeting room.



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