



## DIA VirtualQ

Attorney -

### Getting Ready for your conciliation or conference meeting:

When	What
<b>Now – or the Day Before the meeting</b>	<ol style="list-style-type: none"><li>1. Make sure you have the recommended browsers and their latest version as noted in appendix A</li><li>2. Make sure you have WebEx installed as noted in appendix A</li><li>3. Make sure you can login to CMS with your credentials</li><li>4. For conferences - If you are an employee attorney – contact the employee to make sure they do the same as step 1-2 Let the employee know to be ready for the meeting link – the evening before the meeting or the day of the meeting.</li></ol>
<b>Conferences - evening before the meeting OR the day of the meeting (at least 15 minutes before)</b>	<ol style="list-style-type: none"><li>1. For Conferences – if you are an employee attorney, login to CMS to obtain the meeting link and provide it to the employee.</li></ol>
<b>15 minutes before the meeting time</b>	<ol style="list-style-type: none"><li>1. Open the supported browser</li><li>2. Login to CMS</li><li>3. Click on the Link to check-in as detailed in the Attorney instructions.</li></ol>



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## Appendix A

<p><u>BROWSER</u></p>	<p><b>If you are using a Desktop Computer:</b>          The VirtualQ will only work with the latest versions of Google Chrome, Firefox, Microsoft Edge and for MAC – the MAC OS versions of Google Chrome, Firefox, Edge and Safari:</p> <p><b>OK – LATEST VERSION</b></p> <div style="display: flex; align-items: center; gap: 10px;">    <div style="margin-left: 20px;">- for MAC in addition can use</div>  </div> <p><b>NOT OK</b> - It will <b>not work</b> with</p> <div style="display: flex; align-items: center; gap: 10px;">   </div> <p><b>Mobile Devices –</b>  <b>Please make sure you have the latest versions of:</b>          Google Chrome, Microsoft Edge (Chromium), Firefox Apps or Safari - already installed on your device.          Please check for updates and update the apps if they are already installed.</p> <p>Native browsers on mobile devices will not work.</p>
<p><u>WebEx Meetings</u></p>	<p><b>MUST download before</b></p> <div style="text-align: center; margin: 10px 0;">  </div> <p>PC - <a href="https://www.webex.com/downloads.html">https://www.webex.com/downloads.html</a>  <b>and choose <u>WebEx Meetings</u></b></p> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 20px;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div> <p><b>Mobile Devices -</b></p>