



DIA VirtualQ

Attorney -










Getting Ready for your conciliation or conference meeting:

When	What
Now – or the Day Before the meeting	<ol style="list-style-type: none">1. Make sure you have the recommended browsers and their latest version as noted in appendix A2. Make sure you have WebEx installed as noted in appendix A3. Make sure you can login to CMS with your credentials4. 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.
Conferences - evening before the meeting OR the day of the meeting (at least 15 minutes before)	<ol style="list-style-type: none">1. For Conferences – if you are an employee attorney, login to CMS to obtain the meeting link and provide it to the employee.
15 minutes before the meeting time	<ol style="list-style-type: none">1. Open the supported browser2. Login to CMS3. Click on the Link to check-in as detailed in the Attorney instructions.



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Appendix A

<u>BROWSER</u>	<p>If you are using a Desktop Computer:</p> <p>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>OK – LATEST VERSION</p> <div data-bbox="358 640 1208 764"></div> <p>- for MAC in addition can use</p> <p>NOT OK - It will not work with</p> <div data-bbox="358 894 597 1001"></div> <p>Mobile Devices –</p> <p>Please make sure you have the latest versions of:</p> <p>Google Chrome, Microsoft Edge (Chromium), Firefox Apps or Safari - already installed on your device.</p> <p>Please check for updates and update the apps if they are already installed.</p> <p>Native browsers on mobile devices will not work.</p>
<u>WebEx Meetings</u>	<p>MUST download before</p> <div data-bbox="391 1373 553 1535"></div> <p>PC - https://www.webex.com/downloads.html and choose WebEx Meetings</p> <div data-bbox="358 1793 615 1827"><p>Mobile Devices -</p></div> <div data-bbox="646 1717 1286 1808"></div>