



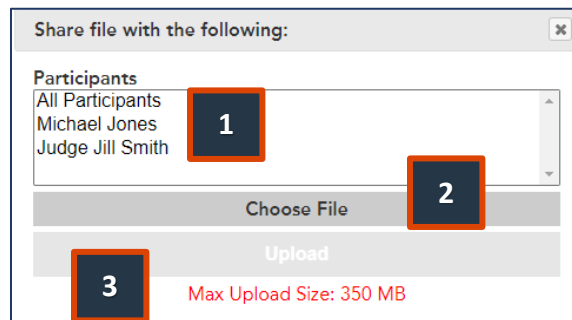
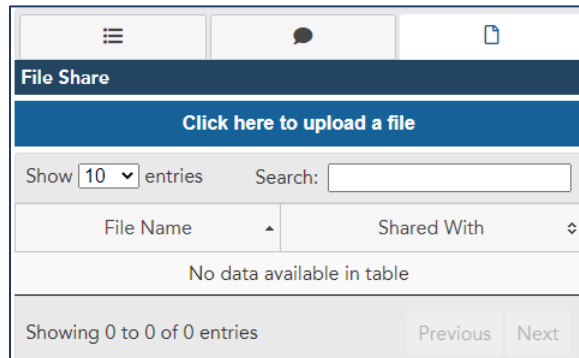
COURTCALL VIDEO: FILE SHARING

The files tab allows you to share important files or other documents with connected participants. Uploading a file is similar to attaching a document to an e-mail. Maximum file size is 350MB per document uploaded.

Sharing a file

To initiate the file sharing process, click on the files tab and then press 'Click here to upload a file'. You will be presented with a pop-up window to carry out the rest of the task.

1. Choose the participant(s) you wish to share the document with.
2. Press 'Choose File' to select your desired file from your computer.
3. Press 'Upload' to share.
4. You may repeat steps 1-3 to share multiple files.



Viewing and deleting shared files

Once files have been shared, you and any user with permission to view those files can access them from within the files tab.

Clicking on any file will either open that file in a new browser window or initiate a download.

If you originally uploaded a file, you will be able to delete it by clicking on the **blue circle** to the left of the file name. You may not delete files shared by other users. **Files left undeleted (accidentally or otherwise) will be automatically purged by the CourtCall system on a nightly basis.**

