

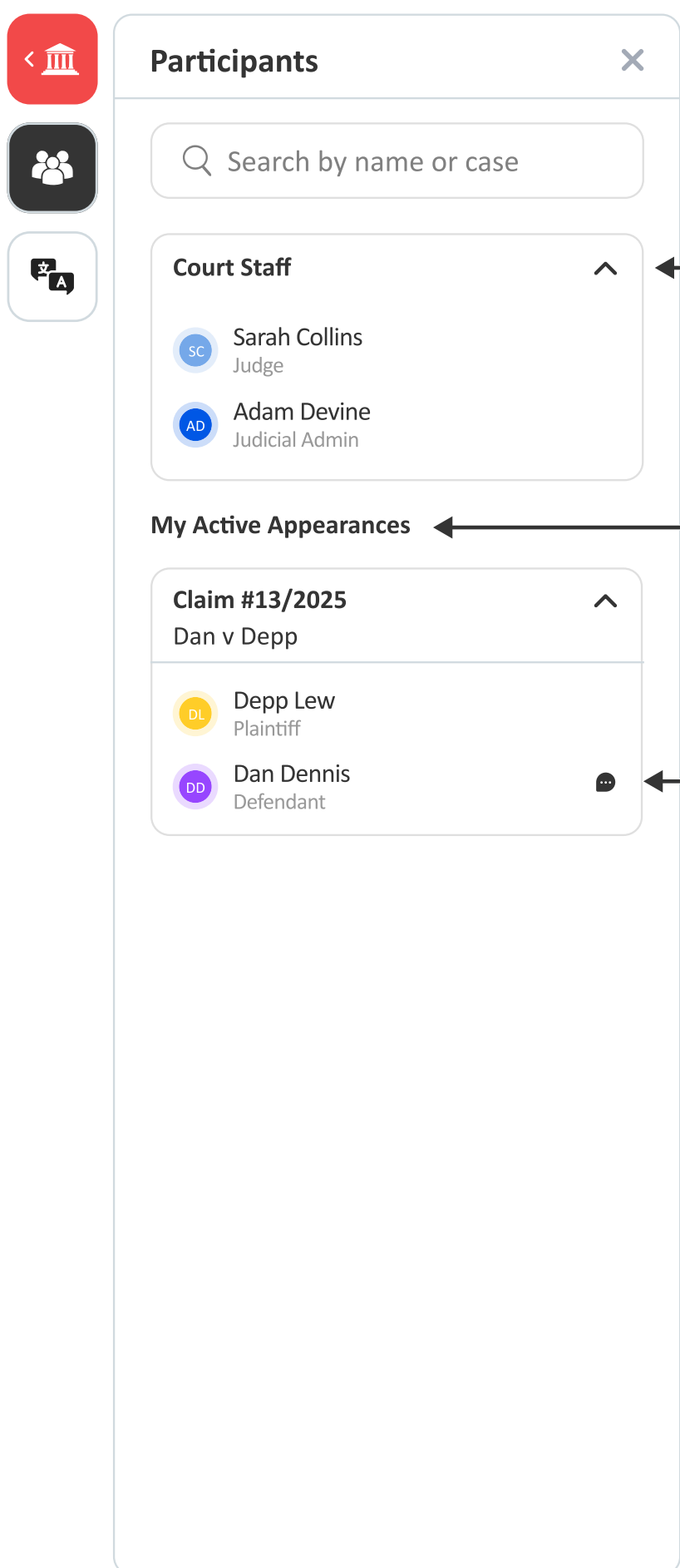


Quick Reference Guide

Accessing the Participant List as External Users

This **Quick Reference Guide (QRG)** will outline how to navigate through the **Participant List** within the **Digital Courtroom**.

Participants Button →



Participants List

Here, you will be able to view all participants in your active appearances.

Court Staff who are currently active in this department will be shown in the first collapsable section.

Next, you will find a section containing all **My Active Appearances**.

You can view the participants in the current appearance and chat with them.

Support

If you have any questions about this document or general UDC services, please reach out to our support desk at **+1 (844) 225-3840** or **support@courtroom.tech**