



## 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 collapsible section.

**My Active Appearances** ←

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](mailto:support@courtroom.tech)