

HOW TO UPLOAD TO CLIENTS VIA SHARE FILE

1. Go to browser to share file website, sign in, select “share files”, then “email”
2. Highlight and drag the 6 files you created from Real Legal into the highlighted area.
3. Select lawyer’s notes/errata sheet and drag into highlighted area.
4. Inset attorneys emails in the designated “to” box.
5. Insert “Deposition of _____(with exhibits, if any) taken on _____ in subject line.
6. Select send when finished, wait for the top of the screen to say “sent successfully”.
7. Send follow up email from outlook/gmail with instructions on how to download.