As a friendly reminder, please be sure to test your computer to make sure you can view the E-Discovery website. Security is high for this conference, which is why you may need to log in 2-3 times in order to view the video. All registrants are welcome to make a UF Gatorlink username and password by following the instructions below. If you already have a Gatorlink username and password, jump to Step 3. This step will help you navigate the secured website. Handouts are located under the “Resource” tab, and the conference video is under "Attend Conference - Day 1" and "Attend Conference - Day 2". I will be onsite tomorrow at the conference, but if you need tech help you can call our Technology Service office at 352-273-0750.

- This conference will be available over the next few months. If you are not able to view the conference tomorrow, you are welcome to access the website when it is convenient for you.

- For our in person attendees, please review the attached map of the UF Levin College of Law. The conference is in the Advocacy Center Courtroom, and free parking is located in the orange or green surrounding lots.

Directions on Accessing the E-Discovery Website:

Thank you for registering for the upcoming Electronic Discovery for the Small and Medium Case. **In order to access the secured site, you will need to create a guest username and password used to protect vendor information.** This site will host the handouts, brochures, PowerPoint presentations, **live video streaming and CLE credit information.** Online attendees will need to follow the instructions in order to view the conference. In person attendees are welcome to view the online website along with the in person conference activities.

If you have already done this, you will have received an email titled “Enrollement Successful – University of Florida”. If you did not receive this email, including your user name, ID number and link to the E-Discovery Conference, **please read and follow the instructions below.**

**Step 1:**
- [Click here](#) to access the UF Quick Registration page
- Click “Enroll in this activity”
• It will ask you 1 question, “Do you have a Gatorlink account”. Click on the tab that represents you. Most likely, you will click on the “I’ve never been associated with UF and need a GatorLink account”
• Choose the option that says “Register for a Gatorlink Account” and fill in the corresponding information. When finished, click “Register”. (Please note you will not need to put in a UFID number).
• You will then see a page stating “Your account is awaiting verification”

Step 2:

• Pull up your email account and review the “Verify your email” message. Click on the hyperlink they give to verify your email.
• You will be directed to “Account Verification” to create your username and password
• Type in the Gatorlink user name (note you will need to write this down for later)
• Create a password and be sure to type it twice (make sure it is one you will remember for later)
• Click the “accept” check box after reading the “Acceptable Use of Computing Resource Policy”. Then click next
• If the information you created looks correct, click finish
• Fill out the password hint question and answer (this is just in case you forget your password)
• You will receive an email confirmation that says “Enrollment Successful- University of Florida”

Step 3:

• Pull up your email account and in the “Enrollment Successful- University of Florida” email you received (click on the link “To access your activity” click here)
• This will take you to the E-Discovery Conference secured website
• Click on the “E-Discovery for the Small and Medium Case” tab on the top of the page (next to “My Workspace”)
  o To view the handouts, click on the Resource tab on the left
  o The links to the left titled "Attend Conference - Day 1" and "Attend Conference - Day 2" will be where the live video will stream. You will be prompted to enter your Gatorlink ID again.

Step 4:

• Review the Technical Requirements for Video at UF Law at least 48 hours prior to the conference (Click here to view the technical requirements)
• Update your computer as needed