Meet the "new kid" on the block –
Microsoft Office 365 – a new hosted
service for productivity and email!
This comprehensive, introductory
overview examines the online and
offline cloud features of Office 365,
discusses how the new subscription
may impact your upgrade decisions,
examines the benefits of hosted MS
Exchange for Outlook, and explores
why you may want to make the
move to this hosted solution.

Microsoft
Office 365

Catherine Sanders Reach, MLIS –
Chicago Bar Association
Microsoft Office 365 – A Power Boost for Your Law Office

Microsoft Office 365 delivers much more than Microsoft Office cloud apps and online file storage. It ushers in new approaches in multiple areas:

- Collaboration and file sharing via team websites
- Email and communications hosted in the cloud
- Lightweight, friendly cloud apps for Word, Excel, PowerPoint and more
- New subscription pricing for Office 365 bundled with Office 2013 software

With Office 365, Microsoft is charting a path into the future of computing. It offers a flexible hybrid approach to using traditional, desktop MS Office software, lightweight cloud counterparts, and file storage both locally and in the cloud. Office 365 opens the doors to collaborating in teams with clients, associates and others.

Collaborating with MS Office 365

One of the most intriguing aspects of the new MS Office 365 is the integration of tools that allow a firm to take advantage of collaboration and sharing with people inside and outside the firm. Prior to Office 365 this type of functionality was available to firms via server applications like Lync, Exchange, and SharePoint which involved significant expense and IT support.

While the traditional MS Office suite made it possible to share documents via a network or email, the new MS Office 365 expands those options to create a more collaborative environment. For instance, you can create a MS Word document, and then save it to your Team Site to share with co-workers or outside counsel, enabled by SharePoint Document Workspace. Online "lite" browser apps let you simultaneously or asynchronously edit a document, even if the other party doesn't have MS Word.

Skype for Business (f/k/a Lync) gives you the ability to share a document in real time through the web to let others instantly view and collaborate. Skype for Business also lets you send a document via instant messaging, and initiate a quick chat.

Tight integration of MS Outlook with MS Office 365 means your Email program just became supercharged with Skype for Business's collaboration functions. Instantly start a video chat or screen share from an MS Outlook Email. Features and functionality that were formerly only found in enterprise installations can be had by any size firm, with little IT know-how.

SharePoint

To truly get the best use out of Team Site a firm would be well advised to consider what they would like to be able to do and get help or training in order to design and configure a functional online space that meets their needs. While basic setup is self-explanatory, someone with SharePoint experience can create a remarkably robust collaborative platform in little time.
Microsoft Outlook at the Heart of Office 365

Together with the Team Site powered by SharePoint, MS Outlook is the heart of the online/offline/anywhere experience in MS Office 365. MS Outlook is available online, on the desktop and via mobile devices. MS Outlook houses voicemail, email, calendar, reminders, contacts, tasks and integrates tightly with MS OneNote and Skype for Business. It also acts as “groupware” giving the whole office the ability to easily share and coordinate on deadlines, events, and communication.

Pricing and Options for Office 365

One can still purchase the Microsoft Office suite as traditional downloaded software or pre-installed on a new computer. However, purchasing the Office suite without Office 365 is slightly more expensive and restricted to a single PC. Office 365 adds significant additional options with the myriad of plans available through the platform.

While Office 365 has versions for home use, the real strength for law firms is the Office 365 business plans. With Office 365 Business Essentials, subscribers—up to 300 users—get access to the Office Web applications, including online file sharing, Web conferencing, “business class” hosted email and a public website. At $6 per user per month (or $60 per user per year), this option works well for small firms that already have current (i.e., Office 2010 or 2013) software suites and want to add cloud functionality.

The next Office 365 subscription option is the Office 365 Business, also for 300 users or less. This plan adds the installed desktop version of Microsoft Office for up to five Windows PCs or Macs per user and includes Word, Excel, PowerPoint, OneNote, installations but does NOT include MS Outlook and the hosted Exchange, with Skype for Business or Yammer. This package is priced at $8.25 per user/month annually, or $10 per user per month for a monthly commitment. This is likely the right fit for firms who use email and web conferencing through another provider like Gmail and Google Hangouts.

The next Office 365 subscription option is the Office 365 Business Premium, also for 300 users or less. This plan adds the installed desktop version of Microsoft Office for up to five Windows PCs or Macs per user and includes Word, Excel, PowerPoint, Outlook, OneNote, Publisher, Access and Skype for Business. It also includes all the online functionality of the Business Essentials plan plus Office Mobile for iPhone and Android and site mailboxes for project-specific email and documents. This option costs $15 per user per month (or $150 per user per year).

What about Macs? Purchasers of the Office 365 Business Premium plan can choose to install Office 2011 for Mac running on Mac OS X 10.6 or later. The Office 365 Business Premium plan will work with Outlook 2011 and 2008 for Mac. The collaboration features are all available through any browser; however, some functionality in the Team Site (SharePoint) online is visible only in Internet Explorer. In Windows the IE Tab extension for Chrome or Firefox remedies that, but IE Tab is not currently available for Chrome for Mac.
Want to know more about how Office 365 can help organize information in a law firm? Watch Learn the Difference Between Practice Management Software, Office 365 and GSuite.
TECH TIPS FRIDAY

Office 365 Productivity Tips for Lawyers

https://www.attorneyatwork.com/office-365-productivity-tips-lawyers/

By Joan Feldman | Apr. 28, 17 | Apps, Daily Dispatch, Friday 5+ Tech Tips, Legal Technology, Productivity

How can you get the most from Microsoft Office 365’s new features? Curious about all the apps and add-ins popping up in the Office Store? For this edition of Tech Tips Friday, practice management technology experts Heidi Alexander, Tom Lambotte and Catherine Sanders Reach share their best productivity tips and favorite add-ins for working smarter in the cloud.

Heidi Alexander: New Ways to Collaborate with Office 365

Microsoft Office 365 is an excellent productivity tool for lawyers. Office 365 is much more than the familiar Outlook, Word, Excel and PowerPoint applications. New 365-specific apps — such as Planner, Flow, Delve and Sway — have unique potential for lawyers managing a practice. Recently, my organization moved to Office 365. Not only has this streamlined the administration of our systems, but it has also allowed us to collaborate in ways we had not before.

Here are a few of the Office 365 tools I’ve discovered that you might consider implementing in your practice:

• **Pin emails to your inbox with Outlook Web App.** While I’m a huge fan of Inbox Zero, sometimes your inbox becomes a bit more bloated that you might like. When that happens, you’ll want to be sure you don’t lose track of the important messages that need to respond to ASAP. Rather than move those important emails to another folder, you can “Pin” them to the top of your inbox. Now, you’ll see them each time you visit your inbox.

• **Email encryption.** Office 365 offers an email encryption feature perfect for catching and sending sensitive data via email. By setting up rules to define certain conditions for encryption, you can automatically trigger encryption any time that condition is met. Your recipient can view the encrypted message by either getting a one-time passcode or signing in to a Microsoft or Office 365 account. Recipients can also send an encrypted reply (Office 365 subscription not required).

• **Manage projects with Planner.** Planner is a new streamlined project management tool that allows you to collaborate with others on projects. With Planner’s organizational features, you can create different stages or topics of a project and insert tasks. Tasks appear as “cards,” similar to tools such as Trello based on the Kaban visual process-management methodology. You can assign tasks to and communicate with team members, attach documents from Office 365, and track project progress. If you use Office 365 and often work collaboratively with others in your office, this application has strong productivity potential and is worth a try.

Heidi Alexander (@HeidiAlexander) is Director of the Massachusetts Law Office Management Assistance Program, where she advises lawyers on practice management matters, provides guidance in implementing new law office technologies, and helps lawyers develop healthy and sustainable practices. She frequently makes presentations to the legal community and contributes to publications on law practice management and technology. She is the author of “Evernote as a Law Practice Tool” (ABA Law Practice Division).
Office 365 provides an amazing amount of value for the price. For $12.50 per user per month (annual commitment), the Business Premium plan offers the equivalent of three server products (Skype for Business, Exchange and SharePoint), a file server (OneDrive for Business) and five installs of the Microsoft Office suite of products for any device and any operating system.

Plus, there are few little gems that really aid in productivity, so let’s explore:

**FindTime** is an Outlook add-in from the Office Store that builds in the functionality of tools like Doodle or Meeting Wizard. You’ve never heard of Doodle or Meeting Wizard? These tools help make short work of finding an appropriate meeting time for multiple people. Within the same MS Exchange environment, each user can see other users’ calendars and use the scheduling assistant to make a guess at the best time for all to meet. However, arranging a meeting for multiple people outside of a single MS Exchange environment often results in rounds of frustrating emails. A number of free tools came out on the market to solve this problem by letting the event organizer create a poll for others to select their availability and find a mutually agreeable date/time. That is what FindTime does — but built into the user’s MS Outlook calendar.

When you create a new event, you see a button called “FindTime.” Click on it to propose a few times for attendees to vote on. It is just that simple.

The attendees then receive an email with instructions to choose a time, by clicking a link and clicking on their availability, and the responses are tallied for you, the sender, in your calendar. Are the slackers not responding? Send a reminder with one click!
Bookings is currently only available to customers with Office 365 Business Premium plans. Bookings is a way for firms to provide a way for clients to schedule appointments through an online calendar. This model has been used by many other businesses, including consultants, dental offices and financial service providers. Bookings allows your clients to book appointments with you via your website, blog, social media page or mobile apps. Clients (and staff) can easily book appointments, reschedule or cancel, send email or text notifications and more. Bookings displays bookings for each lawyer in the firm, and far more.

Flow is another productivity booster for Office 365. Flow appears in the list with all the other Office 365 apps, which includes the standard Office suite, plus Yammer, Planner, Teams, Delve, Newsfeeds and more. Flow is very much like automation tools IFTTT and Zapier, basically giving you a way to connect two different applications to transfer information or add some sort of action based on a trigger. Like Zapier and IFTTT, Flow provides some templates to help users see what is possible. Flows in Office 365 tend to connect Office 365 apps to other Office 365 apps. For instance, pick the template “Copy important emails to OneNote” and then go into My Flows—Manage and click on the Flow to customize it. Customization can be multistep and very sophisticated. Flow also connects Office 365 apps to popular social media sites, the Google suite of apps, Basecamp, Asana, Buffer and dozens more.
Office 365 Groups are very neat collaboration portals you can set up in a flash. By going into People and creating a Group, users can create instant portals for teams of people inside and outside the firm. Creating a Group creates a shared OneNote notebook, a threaded discussion list, a shared document library, a shared calendar, a shared Planner for project management and a SharePoint site. For those who are intrepid enough, going to the SharePoint site can open up a whole world of additional enhancements. Connectors is a recent addition to extend functionality in Groups. Connectors are like Flow, except just for Groups. After setting up a new Group, you click on “Connectors” to add content from other services, including RSS feeds, social media sites, project management tools, CRM systems and more. Any time any of those services is updated the group gets an email notification. This is useful if a group is using collaboration tools outside of the ones in Office 365. Don’t see a service that you want to integrate? Build your own with the Connectors Developer Dashboard!

Catherine Sanders Reach (@CatherineReach) is Director, Law Practice Management and Technology, for the Chicago Bar Association. She was previously Director of the American Bar Association’s Legal Technology Resource Center for over 10 years.

Tom Lambotte: Two Useful Outlook Plug-ins for Mac Lawyers

Lately, the Mac OS has been receiving lots of love from Microsoft. In March 2016, Microsoft added support for add-ins in Outlook for Mac. Add-ins are basically extensions that add more functionality and tie to a variety of external systems. Although plug-ins for Outlook have long existed for Windows
users, they have never been on the Mac. This is an exciting development for Mac users. To access plug-ins, simply click on the Office Store icon on the Outlook ribbon (once you have updated your software).

Here are two of the most useful plug-ins for lawyers:

**Rocket Matter.** One piece of Rocket Matter’s recently released and extensive 365 integration is its Outlook plug-in. It lets you associate emails with matters directly, add billable time and upload attachments from within Outlook. The lawyers I work with have wanted streamlined solutions for doing these tasks within email for years.

**Boomerang.** This free app has never captured a large amount of Mac users due to its lack of integration with Outlook for Mac, but it has been around a long time and is well-known by Windows users. I use SaneBox and Boomerang and think they complement each other. Boomerang’s biggest feature (that SaneBox lacks) is the ability to send things later. This lets you write an email and schedule when you would like the email to actually go out. This can be very handy if you are working a late evening or odd hours and would prefer the receiving party to not be privy to that. With this plug-in, you simply click on Send Later and choose from the selected list of options or choose Custom to get as specific as you like. Once set, leave the email in your drafts and it’ll go out at the time you selected. You do not need to have your computer on, as this plug-in works server-side.
I am excited to see what other plug-ins make it into the Outlook for Mac add-in store.

Tom Lambotte (@LegalMacIT) is CEO of GlobalMacIT, a company specializing in providing IT support to Mac-based law firms. Tom is the author of "Hassle Free Mac IT Support for Law Firms" and "Legal Boost: Big Profits Through an IT Transformation." He spoke at the "Home-Mac, Work-Mac" and "Managing a Diverse Computing Environment" sessions at ABA TECHSHOW 2016.

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Improve Your Firm’s Collaboration and Productivity

Catherine Sanders Reach
Director, Law Practice Management & Technology
The Chicago Bar Association
What Is It?
Microsoft Office 2016

Outlook

Word

Excel

PowerPoint

OneNote

Access (PC only)

Publisher (PC only)
Microsoft Services

- Exchange
- SharePoint
- OneDrive for Business
- Skype for Business
- Microsoft Teams
- Yammer
Other Tools

- **Delve**
  Get personal insights and relevant information based on who you work with and the content you work on.

- **Sway**
  Create and share engaging interactive reports, presentations, personal stories, and more. Sway does the design work for you.

- **Planner**
  Create new plans, organize and assign tasks, share files, chat about what you're working on, and get progress updates with Planner.

- **Security & Compliance**
  Meet your organization's legal, regulatory, and technical standards for content security and data use.

- **Forms**
  Create surveys, quizzes, and polls in minutes. Send them to anyone and easily see responses.

- **Newsfeed**
  Stay connected to your organization's social pulse while on the go. Easily navigate your news feeds to have meaningful conversations.

- **Flow**
  Create workflows between your apps, files, and data to automate time-consuming tasks so you can focus on what's next.

- **To-Do**
  Manage, prioritize, and complete the most important things you need to achieve every day.
How Much Does It Cost?
Office 365 Versions

<table>
<thead>
<tr>
<th>Version</th>
<th>Price</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office 365 Business</strong></td>
<td>$8.25 user/month</td>
<td>Best for businesses that need Office applications plus cloud file storage and sharing. Business-class email not included.</td>
</tr>
<tr>
<td><strong>Office 365 Business Premium</strong></td>
<td>$12.50 user/month</td>
<td>Best for businesses that need business-class email, Office applications, and other business services.</td>
</tr>
<tr>
<td><strong>Office 365 Business Essentials</strong></td>
<td>$5.00 user/month</td>
<td>Best for businesses that need business-class email and other business services. Office applications not included.</td>
</tr>
</tbody>
</table>

Office applications included:

- Outlook
- Word
- Excel
- PowerPoint
- OneNote
- Access (PC only)
- Publisher (PC only)
Office 365 Versions

All of the Office 365 plans above include:

- Guaranteed 99.9% uptime, financially backed service level agreement
- IT-level web support and 24/7 phone support for critical issues
- Active Directory integration to easily manage user credentials and permissions
- World-class data security
First Look

Good afternoon

Apps

Outlook  OneDrive  Word  Excel  PowerPoint  OneNote
SharePoint  Teams  Yammer  Dynamics 365  Flow  Admin
Security & Compliance  Store

Explore all your apps →
Anywhere, Anytime
User Settings

- **Subscriptions**
  - Verify what products and licenses you have.
  - View subscriptions

- **Security & privacy**
  - Protect your account and adjust important privacy settings to your preference.
  - Manage security & privacy

- **App permissions**
  - Apps with access to your data: 27
  - Manage which apps have access to your data. You can revoke permission whenever you want.
  - Change app permissions

- **Install status**
  - Detected installs: 0
  - You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.
  - Manage Installs

- **Settings**
  - Customize your Office 365 experience to make it work for you.
  - Edit settings
Administrative Controls
Collaboration Tools (Internal)
SharePoint Sites

Get a team site connected to Office 365 Groups
One spot for all your team collaboration needs. Share documents, follow team conversations, keep a shared calendar, and manage project tasks.

Let's create a team site and group

Team site name

Team site description
Tell people the purpose of this site

Next  Cancel
SharePoint Intranet
SharePoint Intranet
SharePoint Content Builder Apps

News

Keep your team updated with News on your team site. From the new team site home page, you'll be able to quickly author a new News Post—a status update, trip report, or event...

SharePoint Mar 27, 2018

What is a team site?

A SharePoint team site connects you and your team to the content, information, and apps you rely on every day. For example...

SharePoint Mar 27, 2018

Add a page to a site.

Using pages is a great way to share ideas using images, Excel, Word and PowerPoint documents, video, and more. You can...

SharePoint Mar 27, 2018

Activity

SI

View and share files

Get organized
Yammer

Testing Yammer with Office 365

Ben Schorr Microsoft – June 29, 2016 at 1:16pm
Since you’re testing, here’s a question...if you were using mail merge to print labels in Microsoft Word what would you most likely be using those labels for? :)

Write a reply

Testing Yammer with Office 365

Catherine Reach – June 29, 2016 at 12:40pm
Hi Ben and Nora,

Hope you don’t mind, I’m just testing Yammer with external groups. Ben you saw my post reply to Nathan - if we could find an easy way for lawyers to start a portal with their clients that would be awesome - and this might be a way since you can talk, write notes, share files, etc. I know Project will be better, but that is still being rolled out and we don’t have it <g>

Ben Schorr Microsoft – June 29, 2016 at 12:46pm
I assume SharePoint is one of those ways?

Catherine Reach – June 29, 2016 at 12:50pm
SharePoint is kinds, we did a class on creating Tneplates and we deal with co...
Yammer

Test Yammer Group 🗝️ PRIVATE
Click here to add a description to this group.

NEW CONVERSATIONS  ALL CONVERSATIONS  FILES  NOTES

All File Types -

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Last Updated By</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Word Online Document</td>
<td>docx</td>
<td>Catherine Reach</td>
<td>4 minutes ago</td>
</tr>
<tr>
<td>Security Awareness for Bar School</td>
<td>pdf</td>
<td>Catherine Reach</td>
<td>5 minutes ago</td>
</tr>
</tbody>
</table>
Collaboration Tools (Internal or External)
Groups

Create a group

Create a group provides a space for shared conversations, files, and a group calendar.

Choose a name

Add a description

This can help people decide whether to participate.

Privacy

Public - Anyone can see what's inside

Language for group-related notifications

English (United States)

Send copies of all group messages and events to members' inboxes. Members can go to the group inside Outlook to access conversations and choose which copies they want to receive in their inbox.
Groups

I am really liking this!

Sandra Yamate <sandra.yamate@theilp.com>
Thu 5/4/2017 10:33 AM
Thanks, Catherine!

Catherine Reach
Thu 5/4/2017 11:36 AM

Great! I’m happy to walk you all through this, just let me know.

Catherine

Sandra Yamate added hannah.kelly@theilp.com

Sandra Yamate <sandra.yamate@theilp.com>
Thu 5/4/2017 3:29 PM
How do we proceed to get Office 365 and get this set up?

Like

Reply all
Groups

Connectors for 'IILP'

Keep your group current with content and updates from other services.

MANAGE

- Configured
- My Accounts

CATEGORY

- All
- Analytics
- CRM
- Customer Support
- Developer Tools
- HR
- Marketing
- News & Social
- Project Management
- Others

<table>
<thead>
<tr>
<th>Connector</th>
<th>Description</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trello</td>
<td>Manage Trello cards and tasks all in one place.</td>
<td>Add</td>
</tr>
<tr>
<td>Twitter</td>
<td>Send and receive messages called Tweets.</td>
<td>Add</td>
</tr>
<tr>
<td>Wunderlist</td>
<td>Track tasks to be done and collaborate on projects.</td>
<td>Add</td>
</tr>
<tr>
<td>RSS</td>
<td>Get RSS feeds for your group.</td>
<td>Add</td>
</tr>
<tr>
<td>JIRA</td>
<td>Gather, organize, and assign issues detected in your software.</td>
<td>Add</td>
</tr>
<tr>
<td>Visual Studio Team Services</td>
<td>Collaborate on and manage software projects online.</td>
<td>Add</td>
</tr>
<tr>
<td>Asana</td>
<td>Track projects from start to finish.</td>
<td>Add</td>
</tr>
</tbody>
</table>
Groups (or Stand Alone) - Planner
Groups (or Stand Alone) – SharePoint Teamsite
Real Time Document Collaboration
Easily Share a Document
Method and Madness
A Lawyer’s Guide to Successful Online Publishing

LPMT – CLE – October 16th, 2014

Are you looking for ways to have a great presence online, build content for your website, and connect with clients and colleagues? Explore the options available to you for DIY online publishing. If you have ever wanted to write for a blog or build a blog of your own, the goal at first can seem quite daunting. We will discuss pros and cons of different online publishing platforms and discuss tips that help your content get found and stand out. You will learn how to write effectively for the web, as well as being wary of ethical blogging blunders.
Versioning - Word
## Version History

<table>
<thead>
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<th>Modified</th>
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<th>Size</th>
<th>Comments</th>
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<td>Catherine Reach</td>
<td>19.8 KB</td>
<td></td>
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<td>7/13/2015 9:53 AM</td>
<td>Guest Contributor</td>
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<td></td>
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<td>3/9/2015 10:48 AM</td>
<td>Catherine Reach</td>
<td>20.7 KB</td>
<td></td>
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**Version History**

<table>
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<th>Version History</th>
<th>Delete Item Version</th>
<th>Shared With</th>
<th>Restore Item Version</th>
<th>Actions</th>
</tr>
</thead>
</table>

Name: 03 - Comparison 1

Title

Version: 2.0

Created at 7/13/2015 9:53 AM by Guest Contributor
Interact with - OneDrive
Conferencing
Skype For Business - Conferencing
Add Skype for Business Info to Outlook Meeting

Catherine Reach <csandersreach@chicagobar.onmicrosoft.com>

Test Skype for Business

Required: Sanders Reach, Catherine

Please respond.
The organizer created this meeting in the following time zone: (UTC -06:00) Central Time (US & Canada).

When: Wednesday, March 28, 2018 5:30 PM-6:00 PM
Location: Online meeting

This is a test

Join online meeting
Cool Features
Apps!

Productivity Apps for Outlook

- **Insightly**
  - Insightly Outlook App
  - Outlook: Free

- **DocuSign for Outlook**
  - Never print, sign, scan, and fax documents again!
  - Outlook: Free

- **Nimble App for Outlook**
  - The Simply Insightful Relationship Manager
  - Outlook: Free

- **Package Tracker**
  - Package Tracker helps you track the status of packages from FedEx, UPS, and more.
  - Outlook: Free

- **Travel Time**
  - This app allows you to create travel time appointments in your calendar before/after any appointment.
  - Outlook: $9.99

- **Task Assistant (Travel)**
  - Task Assistant can detect tasks from emails and help users complete them easily and quickly.
  - Outlook: Free

- **SAP CRM Activity**
  - SAP CRM Activity App for Outlook 2013 and Outlook Web Application
  - Outlook: Free

- **Messageware TakeNote**
  - Powerful Note Taking for Outlook
  - Outlook: Free

- **RedCritter Accolades**
  - Send Accolades, share your social links, and view RedCritter profiles
  - Outlook: Free

- **MentalNotes™**
  - Winning Mindsets – one attitude at a time
  - Outlook: Free

- **Email Translator**
  - Free translation services for your email
  - Outlook: Free
FindTime

Poll details
Need to Chat
dial 312-555-6666

Choose options for attendees to vote on using Suggested times or by adding another time.

Meeting options
- Wednesday 4/26
  5:00 PM - 5:30 PM
- Thursday 4/27
  9:00 AM - 9:30 AM
- Friday 4/28
  10:00 AM - 10:30 AM

Add another time

We need to finalize some details for the meeting.
Need to Chat

Please choose times that work for you.

Proposed times

- 4/26 Wed 5:00 PM - 5:30 PM
- 4/27 Thu 9:00 AM - 9:30 AM
- 4/28 Fri 10:00 AM - 10:30 AM

Choose times

We need to finalize some details for the meeting.
Need to Chat

Location: dial 312-555-6666

Please choose times that work for you

- **Wednesday 4/26**
  5:00 PM - 5:30 PM

- **Thursday 4/27**
  9:00 AM - 9:30 AM

- **Friday 4/28**
  10:00 AM - 10:30 AM

Attendees

- NR (No response)
- SW (No response)
- C (No response)

Decline all

Like the meeting poll? You can do more with Outlook
Re: Welcome

Emily Welter <emilyannwelter@gmail.com>
Wed 1/17, 5:13 PM
jbednarz@chicagobar.org; Catherine Reach: JEP

Hello!

On Wed, Jan 17, 2018 at 5:08 PM, Bednarz, Jessica <jbednarz@chicagobar.org> wrote:
Bookings

VanArsdel, Ltd.

Introductory consultation

Family financial planning
60 minutes, $175/hour

Retirement planning
60 minutes, $175/hour

Introductory consultation
30 minutes, Free

June 29, 10:30 am with Laurel Tyler

Select staff (optional)

Laurel Tyler

Available times:
- 9:00 am
- 9:30 am
- 10:00 am
- 11:00 am
- 11:30 am
- 12:00 pm
- 12:30 pm
- 1:00 pm
- 1:30 pm
- 2:00 pm
- 2:30 pm
To-Do (F/K/A Wunderlist)
Legal Apps/Integrations
Client Briefing

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur maiores dolores eos qui ratione voluptatem sequi nesciunt.
Hey! It's been weeks since we've had a chance to catch up. Do you have time for lunch next week? I'd love to know what's going on at the Draper Firm these days.

Roger
Rachel Menken

URGENT UPDATE

Mon 9:49 AM

Hi Don,

I have to run back.

Rachel Menken

Re: 544B Industrial Way

Mon 8:24 AM

Fabulous. I’ve met with the

Rachel Menken

Re: Fw: Menken Matter Update

Mon 9:22 AM

After speaking with my

Rachel Menken

544B Industrial Way

Mon 9:03 AM

thanks for forwarding the

Don Draper

Menken Matter Update

Thu 09-14

See attached notes from the

Attached notes:

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Action Items

Thanks for forwarding the appraisal report. I know that we have a call coming up but I wanted to stress that we are keen to move quickly. My investors are looking for a concrete timeline on when we can begin development.

How quickly can we make the offer?

Regards,

Rachel
Clio
LawToolBox 365

Enter trigger date to calculate corresponding deadlines
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Thanks!
Catherine Sanders Reach, Director
Law Practice Management & Technology
The Chicago Bar Association
Csandersreach@chicagobar.org
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