

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 than 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).

Catherine Sanders Reach: Productivity Gems

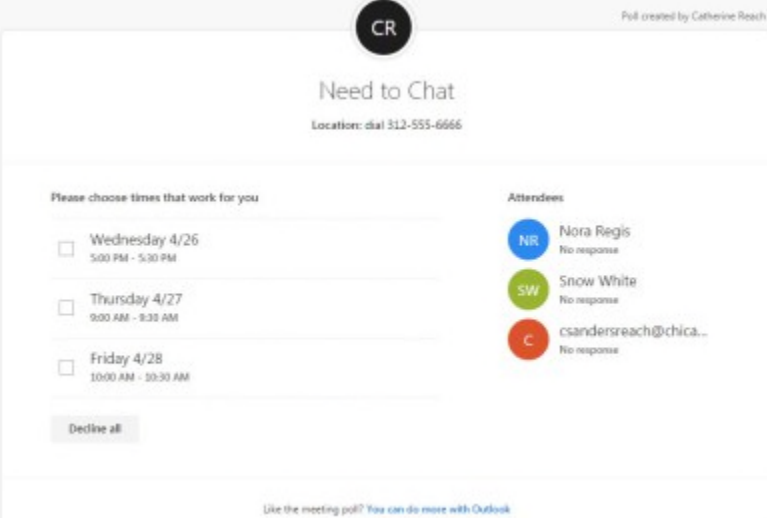
Office 365 provides an amazing amount of value for the price. For \$12.50 per user per month (annual commitment), the Business Premium plan offers the equivalent of three server products (Skype for Business, Exchange and SharePoint), a file server (OneDrive for Business) and five installs of the Microsoft 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!



The screenshot shows a web-based poll interface for a meeting. At the top, there is a circular profile picture with the initials 'CR' and the text 'Poll created by Catherine Reach'. The meeting title is 'Need to Chat' with the location 'dial 312-555-6666'. Below this, there are three time slots for selection, each with a checkbox:

- 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

At the bottom left of the selection area is a 'Decline all' button. On the right side, under the heading 'Attendees', there are three entries, each with a colored circle and the name:

- NR** (blue circle): Nora Regis, No response
- SW** (green circle): Snow White, No response
- C** (red circle): csandersreach@chica..., No response

At the bottom of the interface, there is a small link: 'Like the meeting poll? You can do more with Outlook'.



Wed 4/26/2017 5:10 PM

Catherine Reach <csandersreach@chicagobar.onmicrosoft.com>

Need to Chat

To Sanders Reach, Catherine

Need to Chat

Please choose times that work for you.

Proposed times

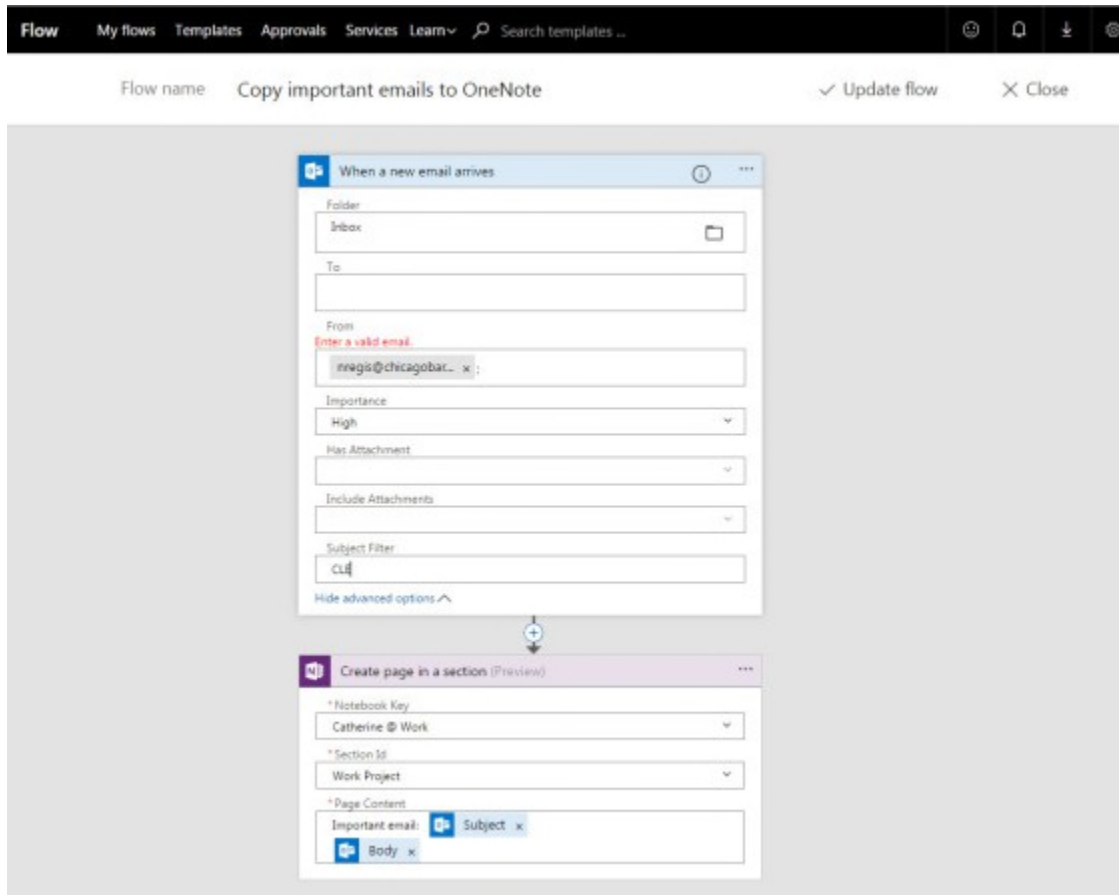
4/26 Wed 5:00 PM - 5:30 PM
4/27 Thu 9:00 AM - 9:30 AM
4/28 Fri 10:00 AM - 10:30 AM

Choose times

We need to finalize some details for the meeting.

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.

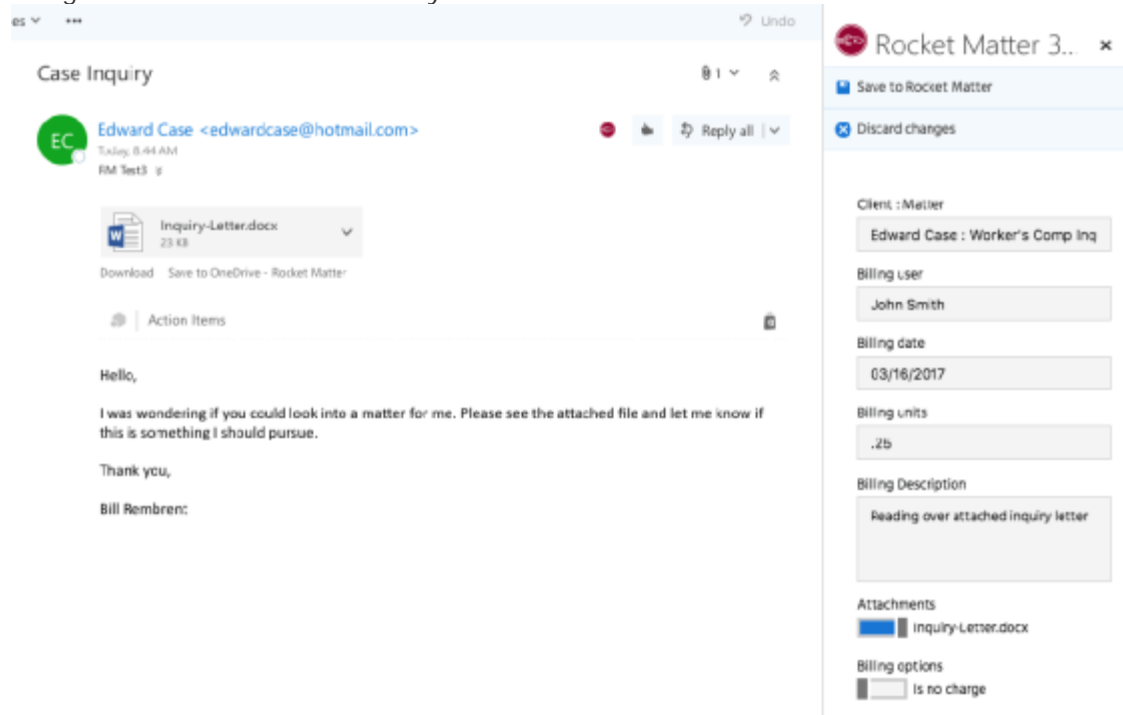
Tom Lambotte: Two Useful Outlook Plug-ins for Mac Lawyers

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).

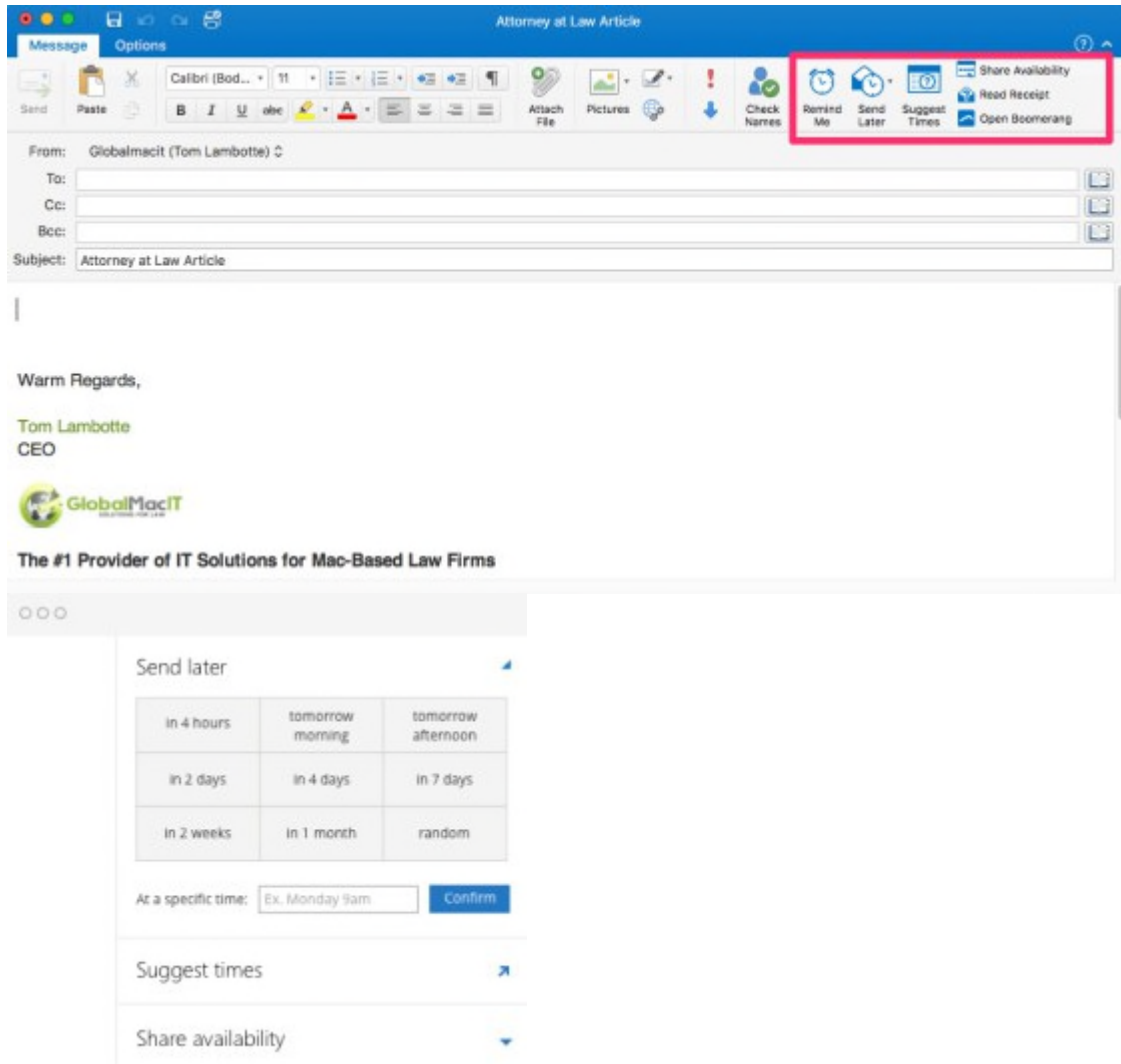
Here are two of the most useful plug-ins for lawyers:

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

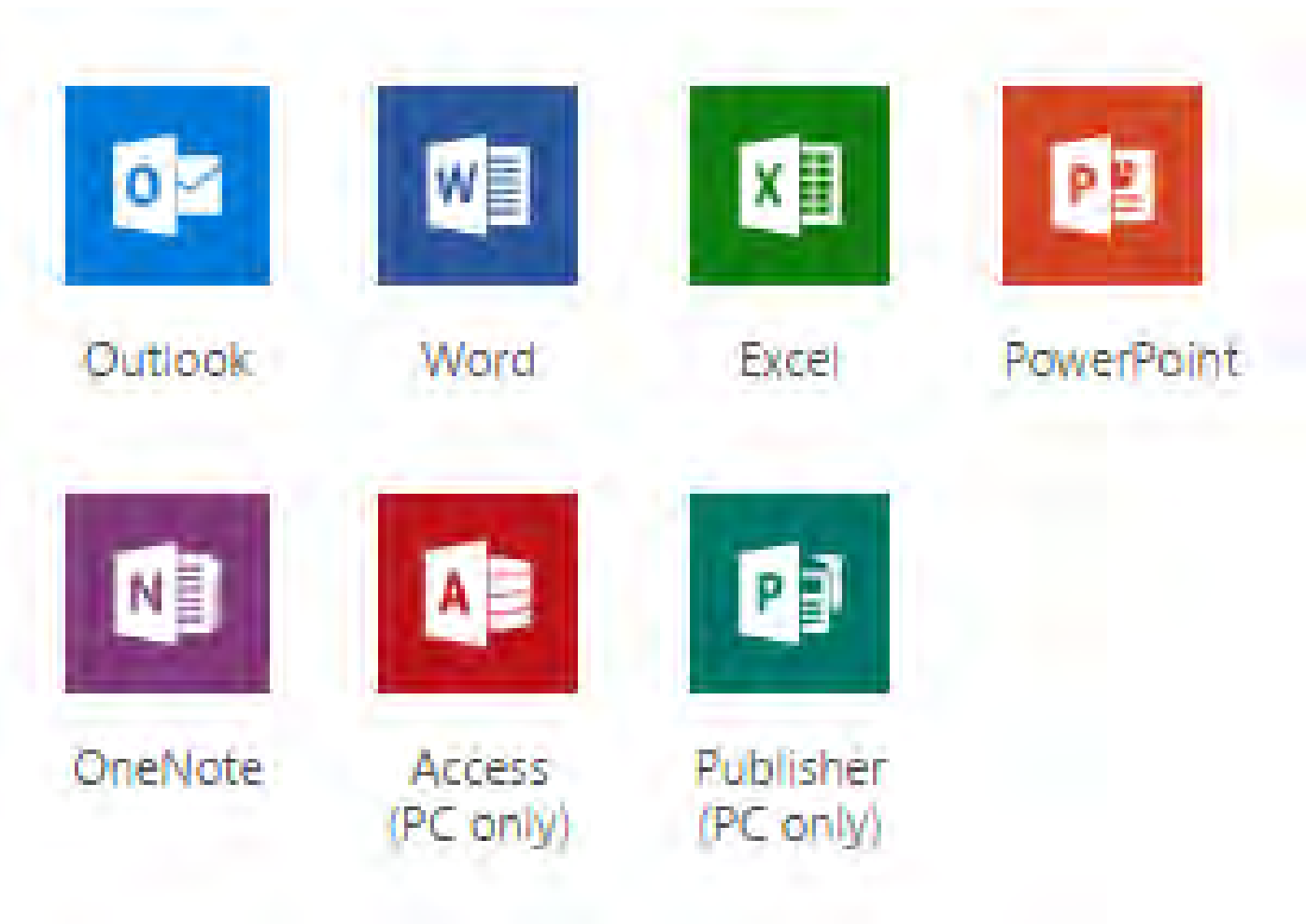
Director, Law Practice Management & Technology

The Chicago Bar Association

What Is It?

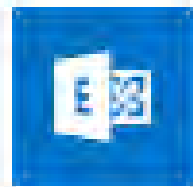


Microsoft Office 2016

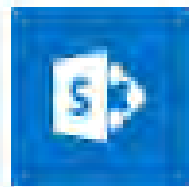




Microsoft Services



Exchange



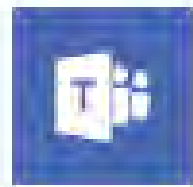
SharePoint



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



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

Looking for more?

[See options for enterprise](#)

[What is Office 365 for business?](#)

☎ 1 855-270-0615

Available M-F

6:00AM to 6:00PM

PT

✉ [Contact us](#)

\$8.25 user/month
(annual commitment)

1 year \$8.25 user/month ▾

Office 365 Business

Buy now

Best for businesses that need Office applications plus cloud file storage and sharing. Business-class email not included.

Office applications included



Outlook



Word



Excel



PowerPoint



OneNote



Access
(PC only)



Publisher
(PC only)

\$12.50 user/month
(annual commitment)

1 year \$12.50 user/month ▾

Office 365 Business Premium

Buy now

Best for businesses that need business-class email, Office applications, and other business services.

Office applications included



Outlook



Word



Excel



PowerPoint



OneNote



Access
(PC only)



Publisher
(PC only)

\$5.00 user/month
(annual commitment)

1 year \$5.00 user/month ▾

Office 365 Business Essentials

Buy now

Best for businesses that need business-class email and other business services. Office applications not included.

Office applications

(Not included) ⓘ



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

 Search online documents

Apps

Install Office 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

The screenshot shows the 'My account' settings page in Office 365. The top navigation bar includes 'Office 365' and 'My account' with a home icon, and notification, settings, and help icons on the right. A left sidebar lists navigation options: 'My account', 'Personal info', 'Subscriptions', 'Security & privacy', 'App permissions', 'Install status', and 'Settings'. The main content area is divided into five sections, each with a title, description, and a primary action button:

- Subscriptions:** Verify what products and licenses you have. Action: [View subscriptions](#)
- Security & privacy:** Protect your account and adjust important privacy settings to your preference. Action: [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. Action: [Change app permissions](#)
- Install status:** Detected installs: 0. You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones. Action: [Manage installs](#)
- Settings:** Customize your Office 365 experience to make it work for you. Action: [Edit settings](#)

Administrative Controls

Office 365 | Admin center

Home [Customize your home](#)

Search users, groups, settings or tasks

Recommended for you

You're using our domain, chicagobar.onmicrosoft.com. Add your own domain for a professional online presence, including email addresses.

[View recommendation](#)

Active users

- + Add a user
- 🗑 Delete a user
- ✎ Edit a user
- 🔑 Reset a password

Billing

Total balance: \$0.00

- ✎ Update payment details
- 👁 View my bill

Office software

- ↓ Install my software
- ✉ Share the download link
- ↓ Software download settings
- 💡 Troubleshoot installation

Domains

- + Add a domain
- 🗑 Delete a domain
- ✎ Edit a domain
- 🔍 Check health

Support

- + New service request
- ☰ View service requests

Train yourself

For admins

Train your people

For end users

Advanced admin traini...

Delivered by LinkedIn Learning

Collaboration Tools (Internal)



SharePoint



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

The screenshot shows a SharePoint Intranet site for the Chicago Bar Association Team Site. The interface includes a top navigation bar with 'Office 365' and 'Sites' labels, and a user profile picture. Below the navigation bar, there are options to 'BROWSE' and 'PAGE'. The main header area features the site logo, the title 'Chicago Bar Association Team Site', and a search bar labeled 'Search this site'. A 'Home' button and 'EDIT LINKS' option are also present.

The main content area is titled 'Get started with your site' and includes a 'REMOVE THIS' link. Below this, there are six blue tiles with icons and text:

- Share your site.
- Working on a deadline?
- Add lists, libraries, and other apps.
- What's your style?
- Your site. Your brand.
- Keep email in context.

On the left side, there is a sidebar with navigation options: Home, Notebook, Documents, Site Contents, and Recycle Bin. Below these options is an 'EDIT LINKS' button.

The main content area is divided into two sections: 'Newsfeed' and 'Documents'.

Newsfeed: This section includes a text input field, a 'Post' button, and a camera icon. Below the input field, there are two posts by Catherine Reach:

- Post 1:** "Did you see the article about firms moving to Chicago?" (Posted "A few seconds ago", with "Like" and "Reply" options).
- Post 2:** "So, here I am, posting to the Team Site" (Posted "March 17", with "Like" and "Reply" options).

A 'SHOW MORE POSTS' link is located below the posts.

Documents: This section includes a 'New' button, an 'Upload' button, and a 'Share' button. Below these buttons is a list of documents:

Name	...
Tips Nora PP	...
tips 2015	...
materials for tips	...
Client Development All Stars Questions	...
In person attendance	...
attendees for client development all stars	...
materials for 2015 tips	...
Client Development All Stars Questions	...

At the bottom of the Documents section, there is a 'Drag files here to upload' instruction.

SharePoint Intranet

The screenshot displays the SharePoint Intranet interface. At the top, the Office 365 header includes the logo, 'Office 365', and 'Sites'. On the right, there are notification, settings, help, and user profile icons. Below the header, the navigation area shows 'BROWSE', 'FILES', and 'LIBRARY' tabs. The ribbon contains various actions grouped into categories like 'New', 'Open & Check Out', 'Manage', 'Share & Track', 'Copies', 'Workflows', and 'Tags and Notes'. The main content area shows a document library with a left-hand navigation pane containing 'Home', 'Notebook', 'Documents', 'Site Contents', and 'Recycle Bin'. The 'Documents' library is selected, showing a list of files with columns for Name, Modified, and Modified By. A search bar is present above the list.

Office 365 | Sites

BROWSE | FILES | LIBRARY

SHARE | FOLLOW

New Document | Upload Document | New Folder | Edit Document | Check Out | Check In | Discard Check Out | View Properties | Edit Properties | Delete Document | Version History | Shared With | Share | Alert Me | Popularity Trends | Follow | Download a Copy | Manage Copies | Go To Source | Workflows | Publish | Unpublish | Approve/Reject | Cancel Approval | Tags & Notes

Home | Notebook | Documents | Site Contents | Recycle Bin | EDIT LINKS

⊕ New | ↑ Upload | ↻ Sync | ↻ Share | More ▾

All Documents ... Find a file 🔍

✓	📄	Name	...	Modified	Modified By
	📄	attendees for client development all stars	...	4 days ago	<input type="checkbox"/> Catherine Reach
	📄	Client Development All Stars Questions	...	4 days ago	<input type="checkbox"/> Catherine Reach
	📄	Client Development All Stars Questions	...	4 days ago	<input type="checkbox"/> Catherine Reach
	📄	In person attendance	...	4 days ago	<input type="checkbox"/> Catherine Reach
	📄	materials for 2015 tips	...	4 days ago	<input type="checkbox"/> Catherine Reach
	📄	materials for tips	...	4 days ago	<input type="checkbox"/> Catherine Reach
	📄	tips 2015	...	4 days ago	<input type="checkbox"/> Catherine Reach
	📄	Tips Nora PP	...	4 days ago	<input type="checkbox"/> Catherine Reach

Drag files here to upload

SharePoint Content Builder Apps

The screenshot displays a SharePoint site interface. On the left is a navigation pane with options: Search this site, Home, Conversations, Documents, Notebook, Pages, and Site contents. At the bottom of this pane are 'Save' and 'Cancel' buttons. The main content area is titled 'SharePoint Intel Private group'. It features a top bar with 'Save and close' and 'Discard changes' buttons, and a 'Publish' button on the right. The central focus is the 'News' app, which is being added to a page. The app's preview shows a large card with the text 'Keep your team engaged by sharing content and updates' and a smaller card with the text 'Keep your team updated with News on your team site'. Below the main preview, there are three smaller cards with titles: 'What is a team site?', 'Add a page to a site', and 'Keep your team updated with News on your team site'. At the bottom of the page, there is an 'Activity' section with three tiles: 'SharePoint Intel', 'View and share files', and 'Get organized'. A 'Feedback' button is located in the bottom right corner.

Search this site

Home

Conversations

Documents

Notebook

Pages

Site contents

Save Cancel

SI SharePoint Intel Private group

Group conversations 7

1 member

Save and close Discard changes Publish

News

+ Add

Keep your team engaged by sharing content and updates

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 eve...

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 exa...

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

SharePoint Intel

View and share files

Get organized

Feedback

Yammer

Office 365 Yammer Catherine Reach

Update Poll Praise Announcement

What are you working on?

DISCOVERY ALL FOLLOWING

Testing Yammer with Office 365

BS 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? :)

LIKE REPLY SHARE ...

Write a reply

Testing Yammer with Office 365

CR 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>

LIKE REPLY SHARE ...

Show 3 previous replies >

BS Ben Schorr Microsoft – June 29, 2016 at 12:46pm

I assume SharePoint is one of those ways?

LIKE REPLY SHARE ...

CR Catherine Reach – June 29, 2016 at 12:50pm

SharePoint is... we did a class on creating Team sites and we deal with co...

GETTING STARTED 50%

Follow your coworkers

Get Yammer Desktop Notifications for Windows

Get the Yammer Mobile App

INVITE YOUR COWORKERS

Yammer works best when your team is here too.

Invite them now

APP DIRECTORY

3 new featured apps added to the App Directory this week.

SUGGESTED GROUPS

Marketing 0 members Join ...

Sales 0 members Join ...

COMPANY RESOURCES Add

Catherine Reach, as a network admin, you can add files and links here to make them easily accessible to your entire network.

Yammer

Home Mail Notifications Settings

Search

CHICAGO BAR ASSOCIATION G... +

Test Yammer Group

Testing Yammer with Off...

Practice Management A...

All Company

+ Create a group

Discover more groups

PRIVATE MESSAGES +

You don't have any recent private messages from Inbox.

+ Create a message





 **Test Yammer Group** PRIVATE Joined

[Click here](#) to add a description to this group.

NEW CONVERSATIONS ALL CONVERSATIONS FILES NOTES



All File Types

Upload New

Name	Type	Last Updated By	Last Updated
 Test Word Online Document	docx	 Catherine Reach	4 minutes ago
 Security Awareness for Bar School	pdf	 Catherine Reach	5 minutes ago

Collaboration Tools (Internal or External)

Groups

 Create  Discard



Create a group

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

The screenshot displays the Microsoft Office 365 Outlook interface. At the top, the navigation bar includes 'Office 365', 'Outlook', and user information for Catherine Reach. The main header area is red and features the group name 'IILP' with a globe icon, indicating it is a 'Private group with guests'. It also shows '3 members' and navigation tabs for 'Conversations', 'Calendar', 'Files', 'Notebook', and 'Connectors'. A search bar for 'IILP' is visible on the left.

The left sidebar shows a 'Folders' pane with categories like 'Drafts', 'Deleted Items', 'Inbox', and 'Groups'. The 'IILP' group is selected in the 'Groups' section.

The main content area is divided into 'Unseen conversations' and 'Seen conversations'. The 'Unseen' section highlights a message from Sandra Yamate and Catherine Reach: 'I am really liking this! How do we proceed to get Office 365 and get this set...'. The 'Seen' section lists several messages from Catherine Reach and IILP, including a welcome message and a task list.

The right-hand pane shows a detailed view of the selected message: 'I am really liking this!'. It includes the sender information 'IILP; Sandra Yamate; hannah.kelly@theiilp.com;' and a list of replies. The first reply is from Sandra Yamate: 'Thanks, Catherine!'. The second reply is from Catherine Reach: 'Great! I'm happy to walk you all through this, just let me know.' Below this, a system message states 'Sandra Yamate added hannah.kelly@theiilp.com'. The final reply is from Sandra Yamate: 'How do we proceed to get Office 365 and get this set up?'. A 'Reply all' button is visible at the bottom of the reply list.

Groups


✕ Close

Connectors for 'IILP'

[Build a Connector](#)

[Send feedback](#)

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

Search 

All

Sort by: Popularity 

MANAGE

Configured

My Accounts

CATEGORY

All

Analytics

CRM

Customer Support

Developer Tools

HR

Marketing

News & Social

Project Management

Others



Trello

Manage Trello cards and tasks all in one place.

Add



Twitter

Send and receive messages called Tweets.

Add



Wunderlist

Track tasks to be done and collaborate on projects.

Add



RSS

Get RSS feeds for your group.

Add



JIRA

Gather, organize, and assign issues detected in your software.

Add



Visual Studio Team Services

Collaborate on and manage software projects online.

Add



Asana

Track projects from start to finish.

Add

Groups (or Stand Alone) - Planner

Office 365 Planner

New plan
Planner hub
My tasks
Favorite plans
Sanders closing
Big Company Contract...
All plans

ILP
Board Charts Notebook

To do Next Steps + Add new bucket

Assess

- create a login for Office 365
- Add a few tasks in Planner
- Add a calendar event
- Send an email to the group
- Upload a document
- download, edit and upload...

0/6 05/15

Buy an account
06/20
hannah.kelly@theilp.com

Members
Group by Buckets

Groups (or Stand Alone) – SharePoint Teamsite

The screenshot shows the SharePoint interface for a group named "Big Company Contract Negotiation". The top navigation bar includes "Office 365" and "SharePoint" on the left, and a user profile for "Catherine Reach" on the right. A search bar is located below the navigation bar. The left sidebar contains navigation options: Home, Documents, Notebook, Pages, Site contents, Recycle bin, and Edit. The main content area features a green header with the group name and a "Private group" label. Below the header is a "News" section with an "Add" button. The "News" section contains three articles: "Keep your team updated with Team News", "What is a team site?", and "Add a page to a site". Each article includes a small image, a title, a brief description, and a date. The "Activity" section is partially visible at the bottom of the page.

Office 365 SharePoint Catherine Reach

Search

Home Documents Notebook Pages Site contents Recycle bin Edit

BC Big Company Contract Negotiation Private group 4 members

+ New Published 10/7/2016 Edit

News + Add

News
Keep your team engaged by sharing content and updates
Add News

Keep your team updated with Team News
From the new team site home page you'll be able to quickly author a new News Post – a status update, trip report, or even just highlight a...
SharePoint Jun 19, 2017

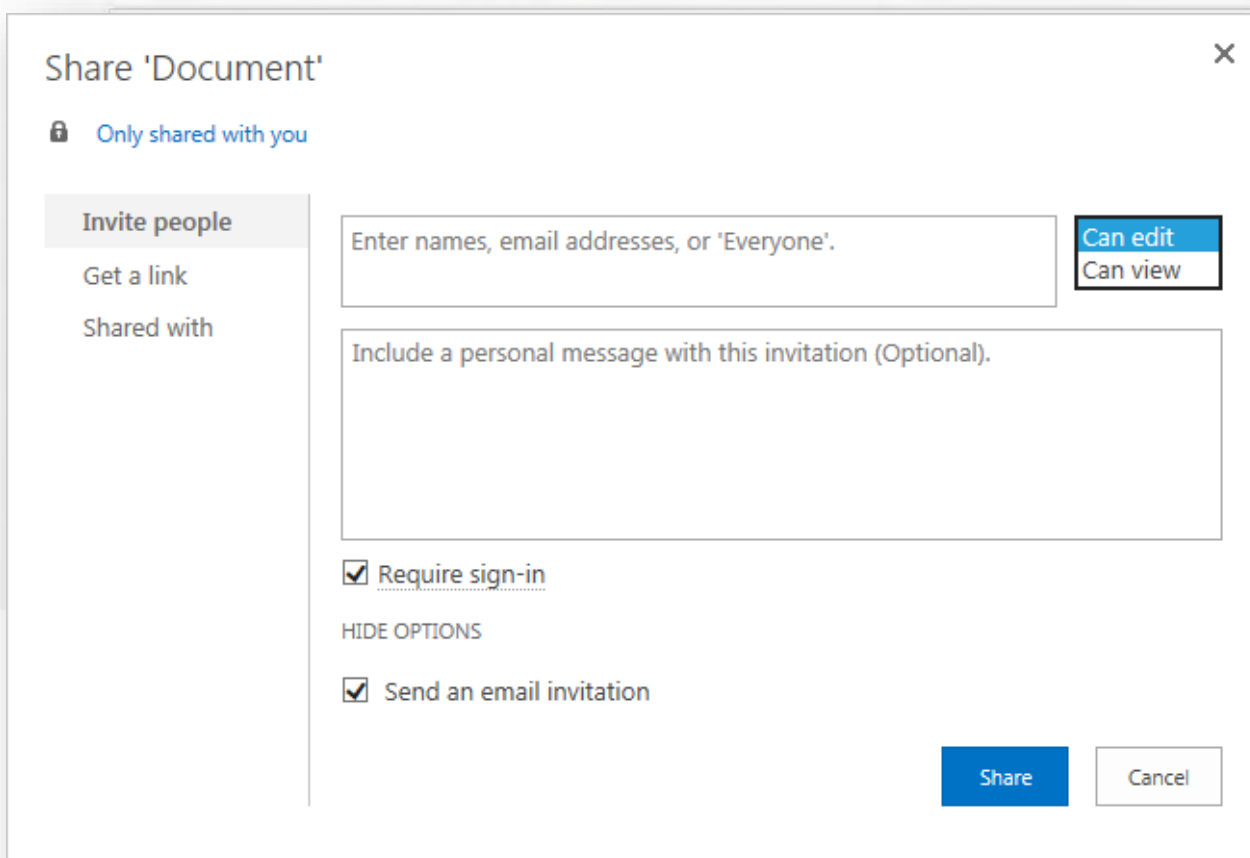
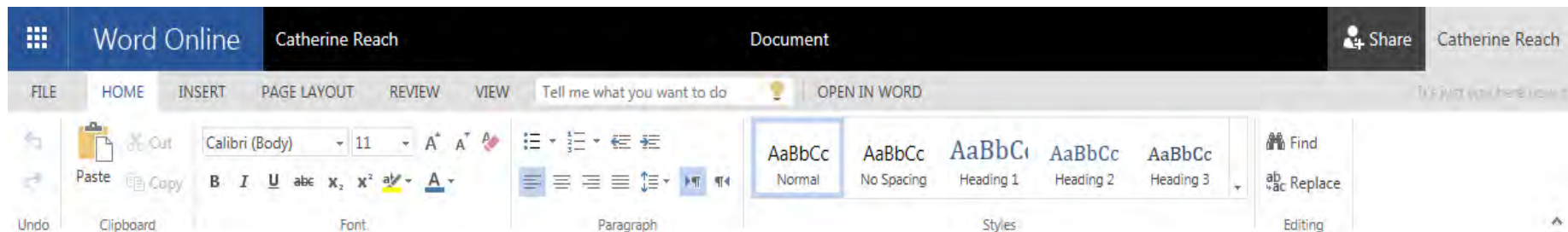
What is a team site?
A SharePoint team site connects you and your team to the content, information, and apps you rely on every day. For example, you can use a...
SharePoint Jun 19, 2017

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 create and publish...
SharePoint Jun 19, 2017

Activity

Real Time Document Collaboration

Easily Share a Document



Real Time Collaboration - Word

The screenshot displays the Microsoft Word Online interface. At the top, the title bar shows 'Word Online', the user name 'Catherine Reach', and the document name '03 - Comparison 1'. A 'Share' button is visible in the top right corner. The ribbon includes tabs for 'FILE', 'HOME', 'INSERT', 'PAGE LAYOUT', 'REVIEW', and 'VIEW'. The 'HOME' tab is active, showing options for 'Undo', 'Paste', 'Clipboard', 'Font', 'Paragraph', 'Styles', and 'Editing'. A yellow notification box in the 'Editing' section states 'Guest Contributor is editing this document.' The main content area features a title 'Method and Madness' in green, a subtitle 'A Lawyer's Guide to Successful Online Publishing', and a date 'LPMT - CLE - October 16th, 2014'. The first paragraph of the text is visible, starting with 'Are you looking for ways to have a great presence online...'. A blue circle highlights a small icon in the text, and a larger blue circle highlights the yellow notification box.

Word Online Catherine Reach 03 - Comparison 1 Share Catherine Reach

FILE HOME INSERT PAGE LAYOUT REVIEW VIEW Tell me what you want to do OPEN IN WORD Guest Contributor is also editing

Undo Paste Copy Format Painter Clipboard Font Paragraph Styles Editing

Guest Contributor is editing this 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 tools 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

The screenshot displays the Microsoft Office 365 OneDrive interface. The top navigation bar includes the Office 365 logo and the OneDrive label. The main area shows a list of documents in a folder named "Documents > Shared". The document "03 - Comparison 1" is selected, and its preview is shown in a window titled "03 - Comparison 1.docx". The preview displays the document content, including a title "Method and Madness" and a date "October 10th, 2014". Below the preview, the document is shown as "PAGE 1 OF 1".

On the right side of the document preview window, there is a "Shared with 1 group" notification. Below this, there is a "Changed by you on 7/13/2015 9:54 AM" notification. Further down, there is a "Shared with lots of people" notification and a "Open to anyone with a guest link" notification. A URL is provided: https://chicagobar-my.sharepoint.com/personal/csandersreach_c.

At the bottom of the document preview window, there is a context menu with the following options: "Open in Word", "Open in Word Online", "Download", "Share", "Rename", "Delete", "Move or copy", "Version History", "Properties", and "Advanced". The "Version History" option is highlighted.

The left sidebar shows the "Documents" section with a search bar and a list of documents. The "Groups" section shows "All Users" and "Client x".

Name	Modified	Shared
02 - law firm header		
02 - Sample Letter		
03 - Comparison 1		
03 - Comparison 2		
03 - track changes		
04 - QuickParts		
05 - metadata in MS Word		
06 - bullets and numbering		
07 - mail merge		
08 - footnotes and endnotes		
09 - Create Table of Authorities		
09 - Table of Authorities	March 9	Shared
contacts (1)	March 9	Shared
Event budget1	March 9	Shared
MS Word Intermediate Hands On	March 9	Shared



Version History - Word

Version History



Delete All Versions

No. ↓	Modified	Modified By	Size	Comments
3.0	7/13/2015 9:54 AM	<input type="checkbox"/> Catherine Reach	19.8 KB	
2.0	7/13/2015 9:53 AM	<input type="checkbox"/> Guest Contributor	19.7 KB	
1.0	3/9/2015 10:48 AM	<input type="checkbox"/> Catherine Reach	20.7 KB	

Version History



VIEW



Edit Item



Version History



Shared With



Delete Item

Manage



Delete Item Version



Restore Item Version

Actions

Name 03 - Comparison 1

Title

Version: 2.0

Created at 7/13/2015 9:53 AM by Guest Contributor

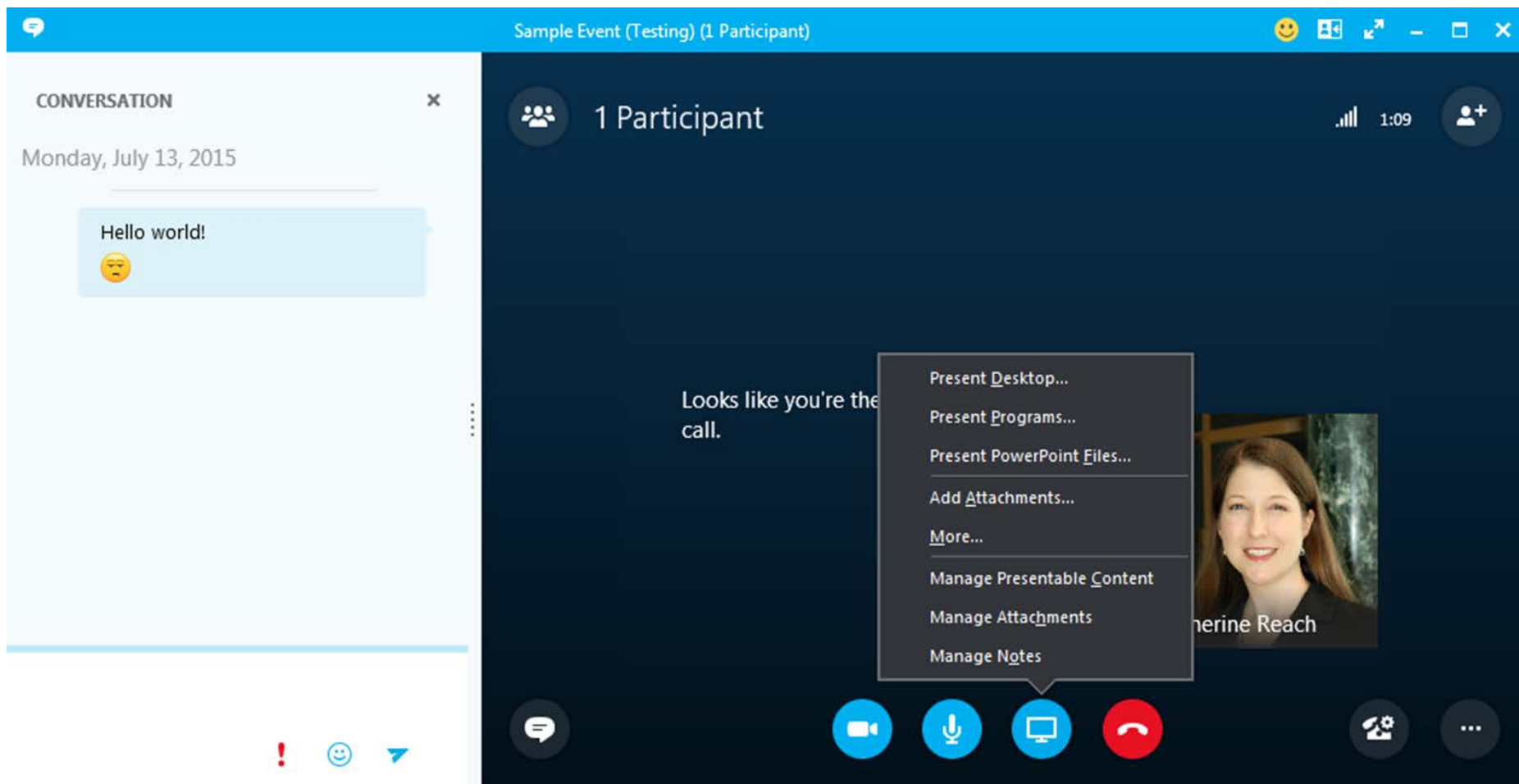
Close

Interact with - OneDrive

The screenshot displays the Microsoft Office 365 OneDrive interface. At the top, the 'Office 365' and 'OneDrive' logos are visible. The main area shows a document titled 'David and Goliath- PAW edits.docx' in a preview window. The document content includes a title, word count (1514), author (Catherine Sanders Reach), and a byline. Below the preview, it indicates the document was changed on 3/20/2015 at 5:32 AM and is only shared with you. A share link is provided: https://chicagobar-my.sharepoint.com/personal/csandersreach_c. A context menu is open over the document, listing actions such as 'Open in Word', 'Open in Word Online', 'Download', 'Share', 'Rename', 'Delete', 'Move or copy', 'Version History', 'Properties', and 'Advanced'. The 'Advanced' option is selected, and a sub-menu is visible with options like 'Check Out', 'Follow', and 'Workflows'. In the background, the OneDrive file list is visible, with 'David and Goliath- PAW edits' selected. The interface also shows navigation options like 'New', 'Upload', 'Sync', and 'Share', and a search bar on the left.

Conferencing

Skype For Business - Conferencing



Add Skype for Business Info to Outlook Meeting

The screenshot shows an Outlook window titled "Test Skype for Business - Meeting". The ribbon is set to "MEETING" and includes various action buttons like "Accept", "Decline", "Propose New Time", "Respond", "Meeting Notes", "Calendar", "Forward to", "Overwhelmed", "I'm busy", "Move", "Rules", "Mark Unread", "Categorize", "Follow Up", "Translate", "Find", "Related", "Select", and "Zoom".

The meeting details are as follows:

- From:** Catherine Reach <csandersreach@chicagobar.onmicrosoft.com>
- Subject:** Test Skype for Business
- Required Attendees:** Sanders Reach, Catherine
- Message:** 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

The calendar view shows the meeting on Wednesday, March 28, from 5 PM to 6 PM. The meeting title is "Test Skype for Business; Online meeting; Catherine Reach".

At the bottom of the meeting details, there is a text area containing "This is a test" and a blue hyperlink "Join online meeting" which is circled in red.

Cool Features

Apps!

Productivity Apps for Outlook

Search results for Outlook

Showing 1-24 of 39 NEXT >

PRODUCT

All

Excel

Outlook

PowerPoint

Project

SharePoint

Word

CATEGORY

All

Communication

CRM

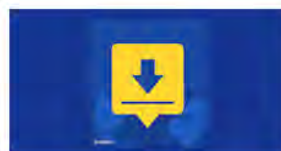
Editor's Picks

Productivity

Social Media



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 to track the status of packages from FedEx.
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



harmon.ie
harmon.ie
Outlook
Free



Messageware TakeNote
Powerful Note Taking for Outlook 2013 and OWA 2013



RedCrittter Accolades
Send Accolades, share your social links and view RedCrittter profiles



MentalNotes™
Winning mindsets – one attitude at a time



Email Translator
Email Translator

FindTime

Send Discard Add Skype meeting Categorize

Poll details Feedback

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	x
Thursday 4/27 9:00 AM - 9:30 AM	x
Friday 4/28 10:00 AM - 10:30 AM	x


+ Add another time

😊 | **B** **I** **U** **A** **A** **A** **A** : : ⇐ ⇒ v

We need to finalize some details for the meeting.


People


Add people +


 Catherine Reach
Free

Attendees

Sort by v

 Nora Regis
Free x

 Snow White
Free x

 laura.calloway@alabar
No information x

FindTime



Wed 4/26/2017 5:10 PM

Catherine Reach <csandersreach@chicagobar.onmicrosoft.com>

Need to Chat

To Sanders Reach, Catherine

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.

FindTime

CR

Poll created by Catherine Reach

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

Decline all

Attendees



Nora Regis
No response



Snow White
No response



csandersreach@chica...
No response

Like the meeting poll? [You can do more with Outlook](#)

Boomerang

⊕ New | ⤵ Reply all | 🗑 Delete | 📁 Archive | Junk | ⋮ | ↑ ↓ ✕ ↶ Undo

Re: Welcome



Emily Welter <emilyannwelter@gmail.com>

Wed 1/17, 5:13 PM

jbednarz@chicagobar.org; Catherine Reach; JEP

⤴ 📧 📎 | ⤵ 🗑 Reply all | ⤵



Attachments



Hello!

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



Boomerang



Return this message to Inbox

Only if nobody responds:

in 4 hours	tomorrow morning	tomorrow afternoon
in 2 days	in 4 days	in 1 week
in 2 weeks	in 1 month	random

At a specific time: (e.g. Monday 9am, Aug 11 3pm PDT)

Ex. Monday 9am

Flow

Flow name Copy important emails to OneNote

Update flow

Close

When a new email arrives

Folder
Inbox

To

From
Enter a valid email.
nregis@chicagobar... x ;

Importance
High

Has Attachment

Include Attachments

Subject Filter
CL

Hide advanced options ^



Create page in a section (Preview)

* Notebook Key
Catherine @ Work

* Section Id
Work Project

* Page Content
Important email: Subject x
Body x

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

< > June 2017

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Select staff (optional)

Laurel Tyler

9:00 am	9:30 am	10:00 am
10:30 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)

The screenshot displays the Microsoft To-Do application interface. At the top, the header shows "Office 365" and "To-Do" on the left, and a user profile for "Catherine Reach" on the right. A search bar is located below the header. The main content area is titled "Speaker Request Deadlines" and contains a list of tasks. The task "Email Lynn Luong for Marketing Info on Smokeball II" is highlighted in blue. To the right of the task list, a detailed view of this task is shown, including a "Add to My Day" button, a "Remind me" button, and a "Due Mon, April 10, 2017" date. Below these buttons is a text area with the following content:

Hi Lynn,

We are looking forward to your program on 6/13. Please send me the following marketing information by 4/13.

1. Session Title (examples can be found at: http://www.chicagobar.org/AM/Template.cfm?Section=How_To_Video_Library)
2. Session description. This can be brief, or a couple of paragraphs it's up to you.
3. Speaker information and Bio

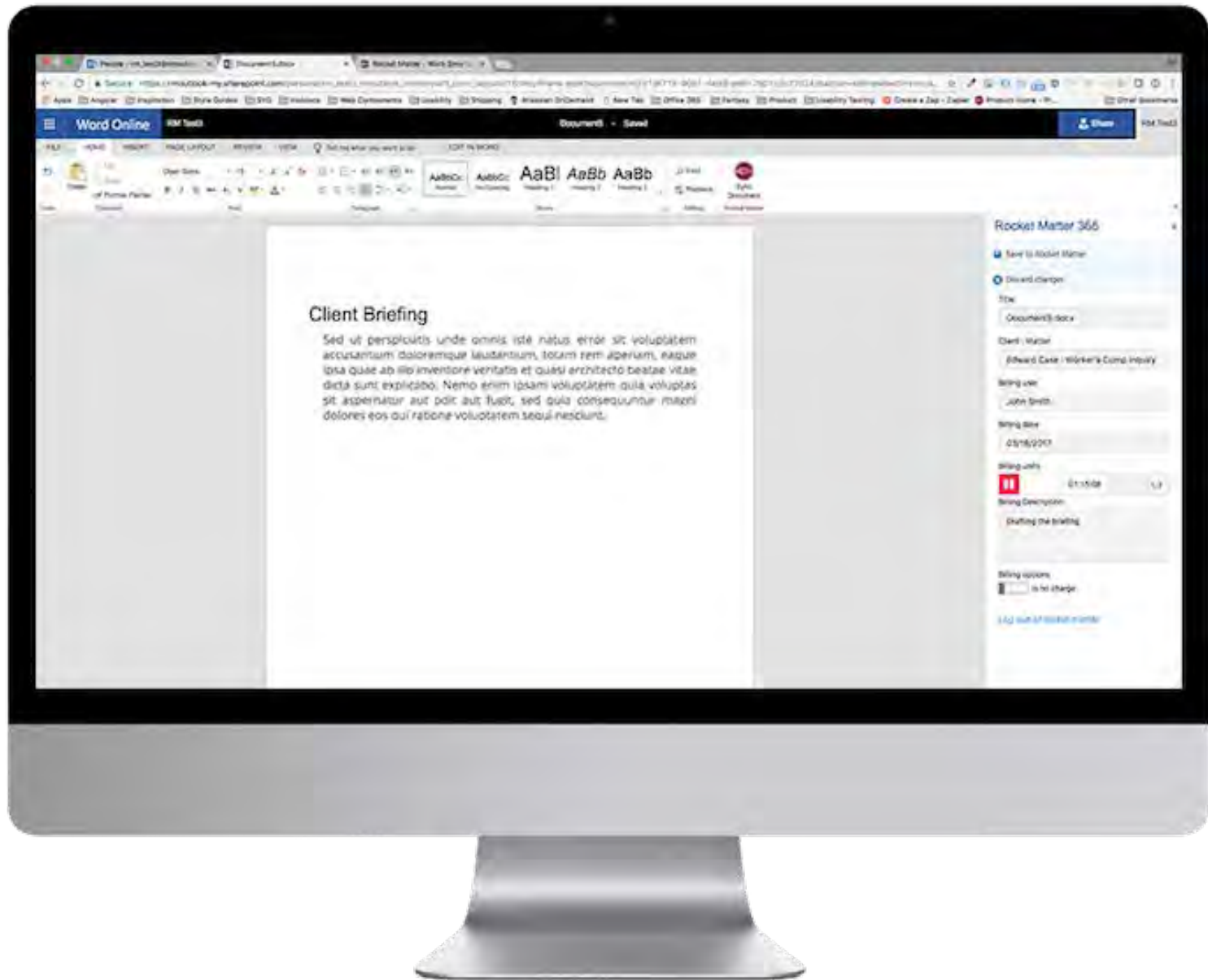
The program is an hour in length at 1:45pm. We will be webcasting it over join.me and recording it so that it can then be uploaded to our online library on Vimeo. We will be applying for CLE credit for the members that view the presentation in real time, and as a

At the bottom of the interface, there are icons for "Get the app." (Apple, Windows, Android) and a "+ Add a to-do" button.

Legal Apps/Integrations

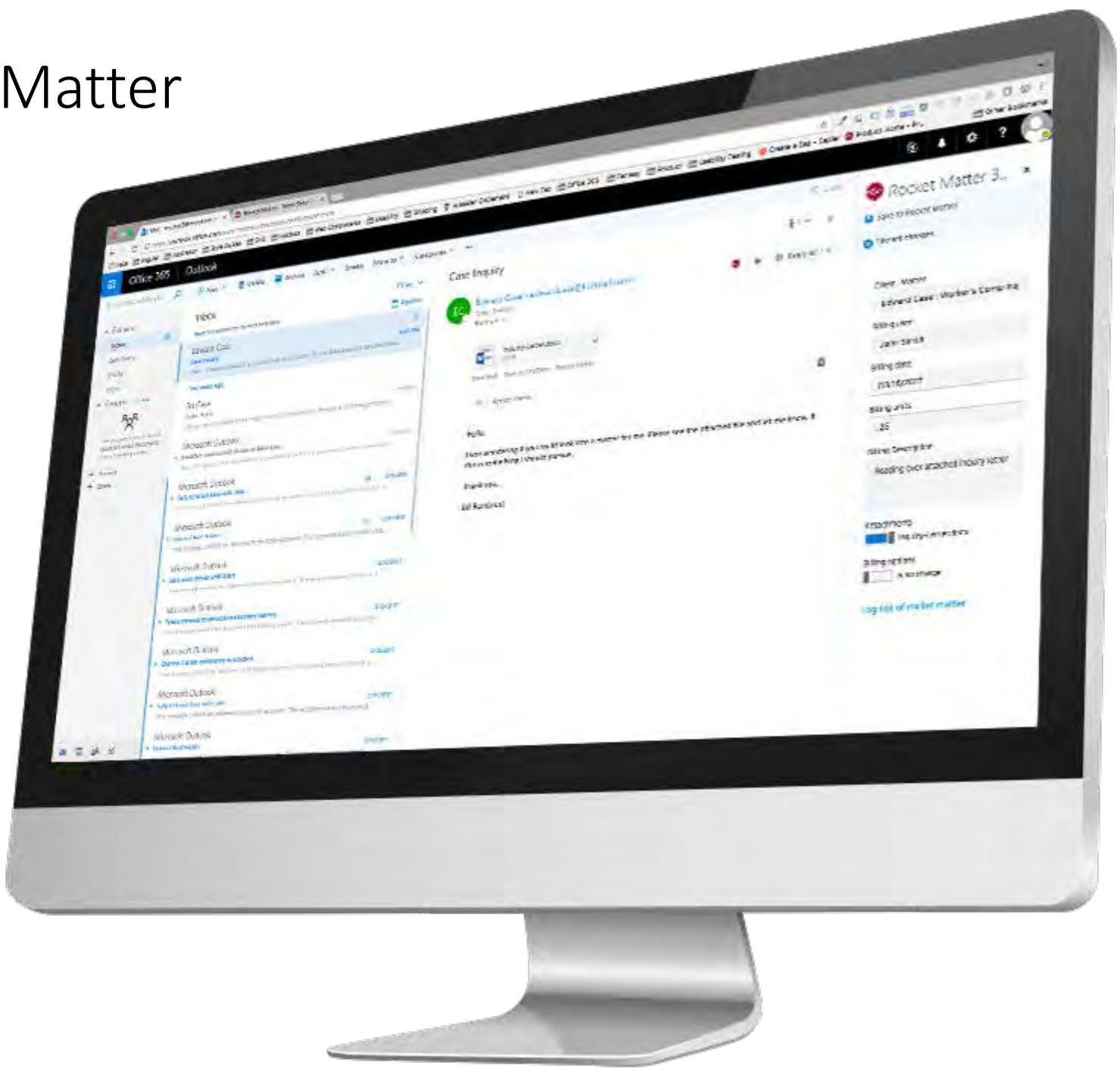


Rocket Matter





Rocket Matter



Clio

The screenshot shows the Microsoft Outlook interface. The ribbon is set to the 'Home' tab. In the top right corner of the ribbon, a group of icons is highlighted with a black box. These icons include 'File', 'Smart File', 'Timer', 'Support', 'Logout', and 'Clio'. The 'Clio' icon is a blue circle with a white 'C'.

The main window displays an email from Roger Sterling <rogers.draperlaw@gmail.com> with the subject 'Lunch?'. The email body contains the following text:

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

The left sidebar shows the 'Inbox 2' folder selected, with a list of recent emails:

- Roger Sterling: Lunch? (10:39 AM)
- Rachel Menken: 544B Industrial Way (10:34 AM)
- Don Draper: Menken Matter Update (10:28 AM)
- Rachel Menken: Properties Search (2017-01-19)

The bottom status bar shows 'Items: 4 Unread: 2' and 'Connected to: Microsoft Exchange'.

Clio

The screenshot shows the Microsoft Outlook interface with the Clio Outlook Add-in open. The Outlook ribbon is visible at the top, showing the 'Home' tab and various email actions like 'New Email', 'Delete', 'Reply', and 'Forward'. The main pane displays an email from Rachel Menken with the subject '544B Industrial Way'. The email content includes a thank you for a forwarded appraisal report and a question about the timeline for an offer. The Clio add-in window is overlaid on the right side of the screen, titled 'Clio Outlook Add-in (region select...'. It contains a search field for 'Select matter:' with the value 'Menken-00068', a dropdown for 'Select filing Options:' set to 'File whole thread', and a checkbox for 'Use today's date'. The 'File' button is highlighted in blue.

Outlook Interface:

- Tab:** Home
- Buttons:** New Email, New Items, Delete, Archive, Reply, Reply All, Forward, Move to:?, To Manager, Team Email, Move, Rules, OneNote, Assign Policy, Unread/Read, Categorize, Follow Up, New Group, Browse Groups, Search People, Address Book, Filter Email, Store, My Account, Customer Manager.
- Search:** Search Current Mailbox, Current Mailbox
- Folder:** Inbox
- Group:** Monday
- Emails:**
 - Rachel Menken, Urgent Update, Mon 9:49 AM, Hi Don, I have to run back.
 - Rachel Menken, Re: 544B Industrial Way, Mon 9:24 AM, Fabulous! I've met with the
 - Rachel Menken, Re: Fw: Menken Matter Up..., Mon 9:22 AM, After speaking with my
 - Roger Sterling, Lunch?, Thu 09-14, Hey! It's been weeks since
 - Rachel Menken, 544B Industrial Way, Thu 09-14, Thanks for forwarding the
 - Don Draper, Menken Matter Update, Thu 09-14, See attached notes from the

Clio Outlook Add-in (region select...):

- Header:** Clio
- Title:** File to Communications
- Select matter:** Menken-00068
- Select filing Options:** File whole thread
- Use today's date
- Buttons:** File, Cancel



Clio

Untitled - Message (HTML)

File Message Insert Options Format Text Review Help ADOBE PDF Tell me what you want to do

Paste B J U Attach File - Attach Item - Attach File via Adobe Send & Track Assign Policy - Office Add-ins Smart File - Support Logout Customer Manager

Clipboard Basic Text Names Include Adobe Send & Track Tags Add-ins Clio

To... Rachel Menken (menkenrachel@gmail.com);

Send Cc...

Subject Acquisition of 544B Industrial Way

Clio Outlook Add-in (region selec... x

Clio

Timer

Start Pause Reset

00h 00m 51s

Select matter *:

Menken-00068

User: Me Date: 22/09/2017

Activity category: Email - Client C... Task: no task

Duration: Rate: \$ 100 /hour

Description:

Save Reset

LawToolBox 365

The screenshot shows the Outlook interface for the user 'jean.contoso@demolawfirm.com'. The ribbon includes 'Forward', 'Move', 'Rules', 'Assign Policy', 'Follow Up', 'Unread/Read', 'Categorize', 'New Group', 'Browse Groups', 'Search People', 'Address Book', 'Filter Email', 'Store', 'Dashboard', 'Matters', and 'Reports'. The 'LawToolBox365' add-in is visible in the bottom right corner.

The email being viewed is from Carol-Lynn Grow to Jean Contoso, Esq., dated Sun 3/5/2017 11:51 PM. The subject is 'CSport Trial Date Reset to 12/27/2017'. The body of the email reads: 'Hi Jean, The CSport case trial date was rescheduled until December 27, 2017. can you re-run those deadlines and update everyone's calendar? Also please review the draft motion in limine and send me a message with the case file...'.

The 'LawToolBox365' add-in window is titled 'Calculate' and shows the following details:

- Matter: Csport2 v Smith (CO)
- Toolset: CO State - District Court - Civil (filed on or after 7/1/15)
- Trigger Date: A dropdown menu currently shows '- Select Trigger -'.
- Accept license agreement:
- Next: A blue button.

A blue callout box with white text and a blue arrow pointing to the 'Select Trigger' dropdown menu contains the text: 'Enter trigger date to calculate corresponding deadlines'.

At the bottom of the Outlook window, it says 'All folders are up to date. Connected to: Microsoft Exchange'.

LawToolBox 365

The screenshot shows the Outlook interface with an email from Carol-Lynn Grow titled "CSport Trial Date Reset to 12/27/2017". The email body includes the text "Hi Jean,". On the right side, the LawToolBox365 add-in is open, displaying a "Deadlines" section for the case "Csport2 v Smith" with 28 total deadlines. A blue callout box with an arrow points to the "Add" button in the sidebar, containing the text: "Click to instantly add deadlines to team member personal and matter calendars".

Current Mailbox

By Date Newest

9:15 PM

8:20 PM

3/10/2017

3/10/2017

3/5/2017

3/5/2017

3/5/2017

Sun 3/5/2017 11:51 PM

Carol-Lynn Grow

CSport Trial Date Reset to 12/27/2017

To: Jean Contoso, Esq.

Action Items

Hi Jean,

December

me case

LawToolBox365

Welcome | Contoso & Fabrikam, P.C.

< Back + Calculate

Deadlines

Csport2 v Smith (28 total deadlines)

search deadlines

Internal External Email

All	Date	Description
<input checked="" type="checkbox"/>	7/26/2017	SUGGESTED latest date to hire expert witness CRCP 26(a)(2)(C)
<input checked="" type="checkbox"/>	8/23/2017	Claimant Deadline to Disclose Expert Witness CRCP 26(a)(2)(C)(I)

All folders are up to date. Connected to: Microsoft Exchange 100%

LawToolBox 365

The screenshot shows the Outlook interface for user Jean Cortoso. The main window displays an email from Carol-Lynn Grow regarding a complaint filed. An attachment titled "Brown v Smith Compl..." is visible. The right sidebar, titled "LawToolBox365", contains a list of actions such as "View Deadlines", "Share Matter", and "Save Email". A blue callout box is overlaid on the email content.

Save email with attachments to document folder for a matter in a single click

Thanks!



Catherine Sanders Reach, Director
Law Practice Management & Technology
The Chicago Bar Association

Csandersreach@chicagobar.org

www.chicagobar.org/lpmt

Follow me [@catherinereach](https://twitter.com/catherinereach)

www.linkedin.com/in/catherinereach