## eWatch 🕓



## Calendar Sync for Microsoft Outlook®

Attorney schedules are a moving target. Depositions get rescheduled, meeting locations change, and countless life and legal events happen every day. Keeping your calendar upto-date can be daunting, and the risk of missing a court appearance is immeasurable. Trust eLaw to help keep your schedule current.



eWatch subscribers can use the **Calendar Sync** feature to ensure that seamless and error-free calendar entries are made and updated every day. Information synchronized to your **Microsoft Outlook**<sup>®</sup> calendar includes case name, part, judge, appearance type, case status and date, as well as actions and court case comments.

Customize your eLaw experience with Outlook:

- Choose overlay or side-by-side views in your Outlook calendar
- Give your calendar a unique name
- Customize the default timing of appearances when the time is not available from the court

## How to Activate Calendar Sync for Microsoft Outlook

Setting up your calendar in eLaw takes about two minutes. eLaw works best with Outlook 2007 and later versions. Follow these brief instructions to automatically sync your future court appearances to your Outlook account:

- Log into your account on www.elaw.com.
- Go to the top navigation row and click on the eCalendar icon.
- Select Calendar Sync, which is in the left-side navigation column.
- Check off the appropriate "Outlook" version selection and press the "Continue" button on the bottom.

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CALENDAR Calendar Sync						
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<ul> <li>I want to sync to my iPhone.</li> <li>If you want to sync with another calendar program</li> </ul>	am, please call 973-642-1440 x 8.					
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www.elaw.com • tel: (973) 642-1440 x 8 • email: help@elaw.com eLaw, LLC • 890 Mountain Avenue, Suite 300 • New Providence, NJ 07974 • With your "Sync Profile," you are able to customize your default setting if the court does not provide a time. You may keep the default setting of 9 a.m. Press the "Continue" button on the bottom of the screen.

<b>EL</b> AW		eDocket	© eWatch	eCalendar	еСору	Christopher Leary My eLaw [Logout]
Day View Week View Month View	Sync Profile Cancelled Appearance					
	Note my calendar event as "Cancelled"     Delete my calendar event					
Print Preview	Customize Calendar Events					
Court Calendars	Start at: 9:00      Duration: 1      hour(s)      Alert Me 1      hour(s)      before event					
Calendar Sync	All Day events					
Reminders						
					07407407	

• The "Outlook Sync" page will appear. This page allows you to customize your views in Outlook—having side-by-side eLaw and Outlook views as well as overlaying the calendars. The options of renaming your calendars and setting up eCalendar on another computer are also highlighted on this page. Please press the "Add to Outlook" button at the top of the screen after making your customizations.

CLAW	eDocket eWatch eCalendar eCopy Christopher Leary My eLaw [Logout]	
Day View Week View Month View	Outlook Sync A few steps to view your eLaw eCalendar in Outlook (2003 or later).	
Print Preview Court Calendars	1.Click "Add To Outlook" button above to add eCalendar to Outlook on this computer.	
Calendar Sync	2. At the prompt, Add this Internet Calendar to Outlook and subscribe to updates, click "Yes".	
	3. To Open a calendar in side-by-side view.	
	4. To Overlay the calendars.	
	5. To rename the calendar.	s, click "Yes". MORE

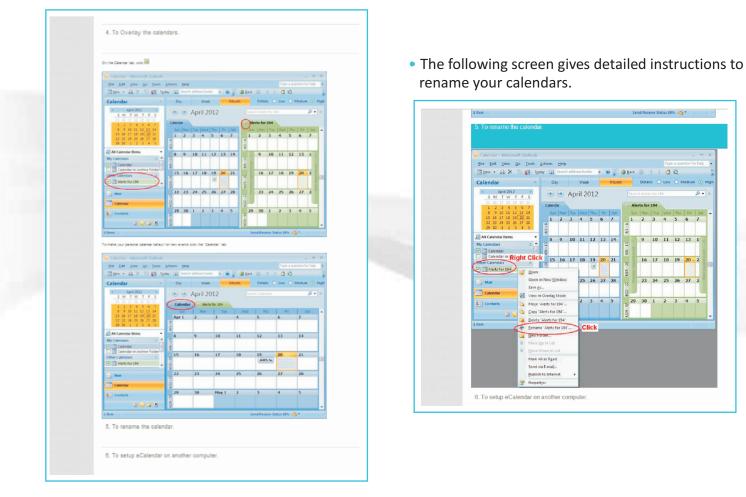
• Depending on your Internet browser and Outlook versions, you may receive popup windows that focus on configuring the calendar and receiving updates. Please select "Launch Application" and "Yes" for the browser and Outlook choices, respectively. Once done, the synchronization of your calendars will occur.

External Protocol Request	Microsoft Outlook
Google Chrome needs to launch an external application to handle webcal: links. The link requested is webcal:/www.google.com/calendar/ical/ courtcalendar.com_1tdlb.pcs?irdg6833thl.rgmtq: %40group.calendar.google.com/public/basic.ics.	Add this Internet Calendar to Outlook and subscribe to updates?
The following application will be launched if you accept this request:	
"C:\PROGRA-2!MICROS-3\Office14\OUTLOOK.EXE" /share "// www.google.com/claindar/ical/ courtcalendar.com_1tdib.pcs?rdg6833rh1rqmtqc %40group.calendar.google.com/public?basic.ics"	http://www.google.com/calendar/ical/courtcalendar.com_1td b1pce37rdg6833rh1rqmtqc@group.calendar.google.com/pub lic/basic.ics
If you did not initiate this request, it may represent an attempted attack on your system. Unless you took an explicit action to initiate this request, you should press Do Nothing.	To configure this Calendar, click Advanced.
Remember my choice for all links of this type.	Advanced Yes No

www.elaw.com • tel: (973) 642-1440 x 8 • email: help@elaw.com eLaw, LLC • 890 Mountain Avenue, Suite 300 • New Providence, NJ 07974 • The following screen depicts a side-by-side Outlook and eLaw eCalendar view.

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• The following screen depicts how to create an overlay calendar view.



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