eWatch 🕓

Calendar Sync

eWatch subscribers can use the Calendar Sync feature to ensure seamless and error-free diary and calendar entries. This allows them to receive automated updates to Google calendars as well as Android and Apple[®] iPhones[®] and iPads[®].

Attorneys and paralegals are always on the go-traveling between their

offices, client locations and courthouses. It's imperative that they receive information about court appearances as soon as possible. With eLaw, mobile legal professionals can immediately learn ahead of time if an appearance has been adjourned and can view future appearances at a glance.

The mobile calendars include all the necessary information in the "Notes" section, including case name, part, judge, appearance type, case status and date, as well as actions and court case comments.

Below are instructions on how to activate Calendar Sync for Google calendar and Android smartphones, and on Page 3 are the instructions for the Apple iPhone and iPad devices.

How to Activate Calendar Sync: Google Calendar and Android Smartphones

Before setting up your mobile calendar in eLaw, which takes two minutes, it is advisable to create a Google account. It is required to have a Google account for both the Google calendar and Android smartphone:

- 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 on the left-side navigation column.
- Check off the appropriate selection and press the "Continue" button on the bottom.

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• The Google and Android selections will show a page highlighting "Google Account authorization." After pressing "Continue," you will be automatically directed to your Gmail account.

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• After logging in, you will receive a message allowing Google to grant access to eLaw. You must click on the "Grant Access" button on the bottom of the page.

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You will be automatically re-directed to eLaw. The next screen gives the option of putting all of your alerts in your
existing Google calendar or creating a new overlay calendar for just your eLaw case alerts. After selecting the option
that works best for you, select "Next."

Day View	Select Calendar
Week View Month View	You can synchronize your eLaw eCalendar with an existing Google Calendar or create a new Calendar in your Google Account.
Print Preview	O Use an existing calendar dominicespregigmal com ▼ ■ Craste a new colondar
Court Calendars	ellaw Alerte NEXT
Calendar Sync	
Reminders	

• The following screen, Sync Profile, gives the setting options: what time you want your appearances to displayed in your calendar and at what duration as well as whether you want to automatically delete cancelled appearances or whether you want to have them marked in your calendar as "Cancelled."

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Day View Week View Month View	Sync Profile Cancelled Appearance O Note my calendar event as "Cancelled"					
Print Preview	Delete my calendar event Customize Galendar Events Include links to eLaw case for my calendar events					
Court Calendars	For Appearances with no start time, set those calendar events to Start at: 9:00 v Duration: 1 v hour(s) v Alert Me 1 v hour(s) v before event					
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Reminders						

• After choosing the options you desire, click "Continue" and then "Done." Your calendar syncing will start automatically within an hour.

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- After clicking "Done," you will be automatically re-directed to the Sync Profile page, which will now highlight:
 - Sync Status: by indicating "active" or "queued for installed load"
- o Last Successful Sync: month, day, year and time-stamped
- Re-sync: to restore all eLaw calendar events to their original state
- Unsubscribe: to stop syncing of all future appearances to Google or your mobile device

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	By clicking on "Unsubscribe," you will also synchrop all future Appearances and your existing e.c.w. etailes will be removed.					

How to Activate Calendar Sync: Apple iPhone and iPad

- 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 on the left-side navigation column.
- Check off the appropriate "iPhone" selection, which is the same for the "iPad," and press the "Continue" button on the bottom.

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• The iPhone/iPad selection will show a page to enter your email address. You will then immediately receive an automated email that will be sent to your selected mobile device. The email will include a link to "Subscribe" so you can "View Events" on your iPhone or iPad. Your calendar syncing will start automatically within an hour.

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Day View Week View North View	iPhone/iPad Sync
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Court Calendars	1230 o MM
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Reminders	Go to your iPhone or iPad e-mail and open the e-mail received from <u>e-Watchighe-Law com</u> Click on the link contained in the e-mail.
	3. After Calching on the link contained in the e-mail you will be offered an option to "Subscribe" or "Cancel", select the Subscribe option.
	4. After selecting the Subscribe option an option to "View Events" or "Done" will be displayed on your IPhone or IPad. Click View Events to view the Calendar now or Done to view later
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Log back into eLaw and click on the eCalendar icon on the top navigation row and then go to Calendar Sync, which is
on the left-side navigation column. The following screen, Sync Profile, gives the setting options: what time you want
your appearances to displayed in your calendar and at what duration as well as whether you want to automatically
delete cancelled appearances or whether you want to have them marked in your calendar as "Cancelled."

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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 Stinclude links to eLaw case for my calendar events For Appearances with no start time, set those calendar events to					
Court Calendars Calendar Sync	Start 200 VDuration: 1 V hours) V Ald Day event Ald Day events CONTINUE					
Reminders						
ght © 2000-2014 e-Law, U.C. Its Contact.Us Price.List I	All rights reserved. emis and Conditions of Use					

• View the Sync Profile images in the "How to Activate Calendar Sync: Google Calendar and Android" section for detailed information on how to modify your calendar displays, the duration of them as well as the sync update status and "Unsubscribe."

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