

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 up-to-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®** calendar includes case name, part, judge, appearance type, case status and date, as well as actions and court case comments.

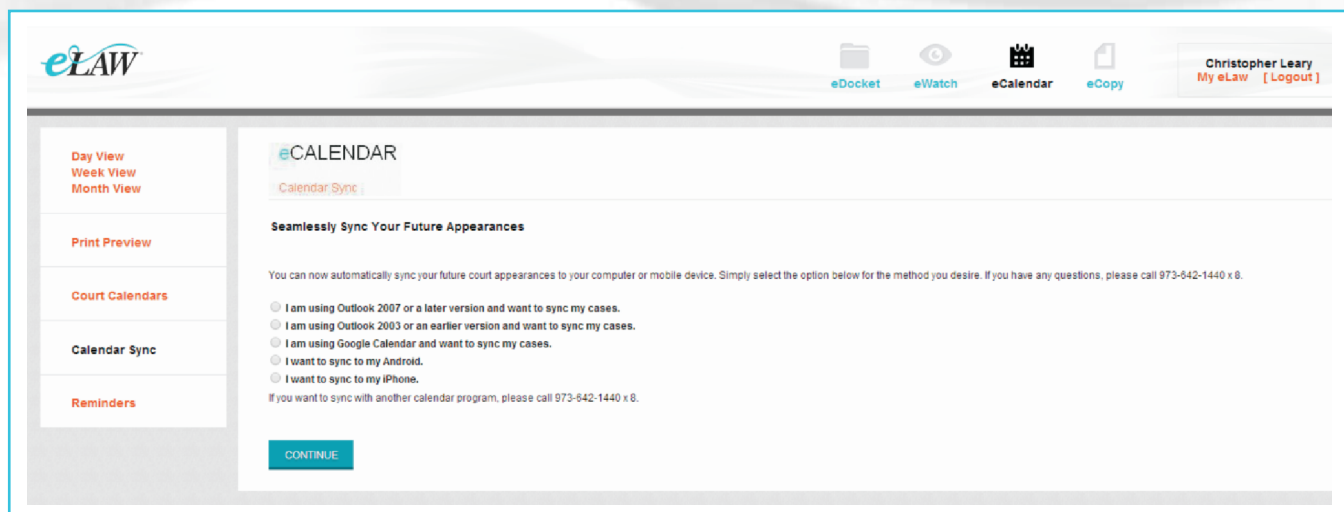
Customize your eLaw experience with Outlook:

- 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

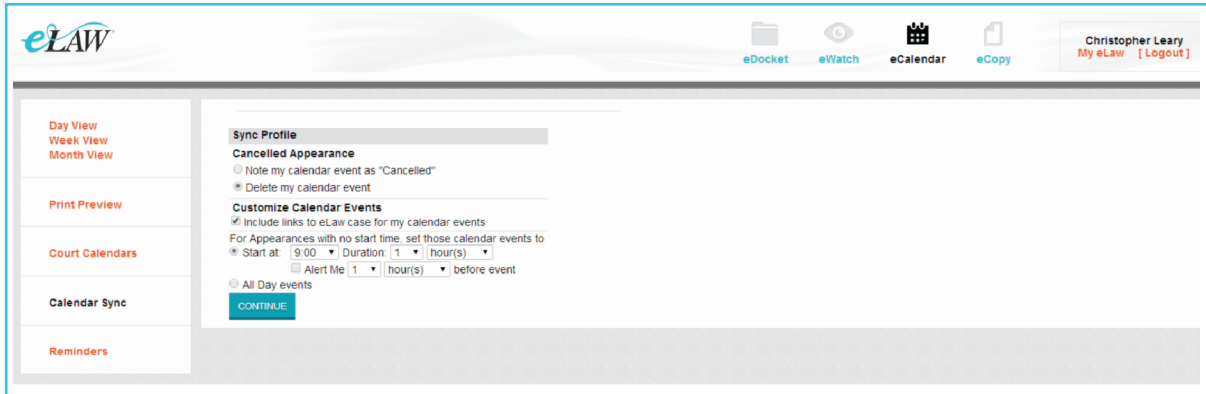
How to Activate Calendar Sync for Microsoft Outlook

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:

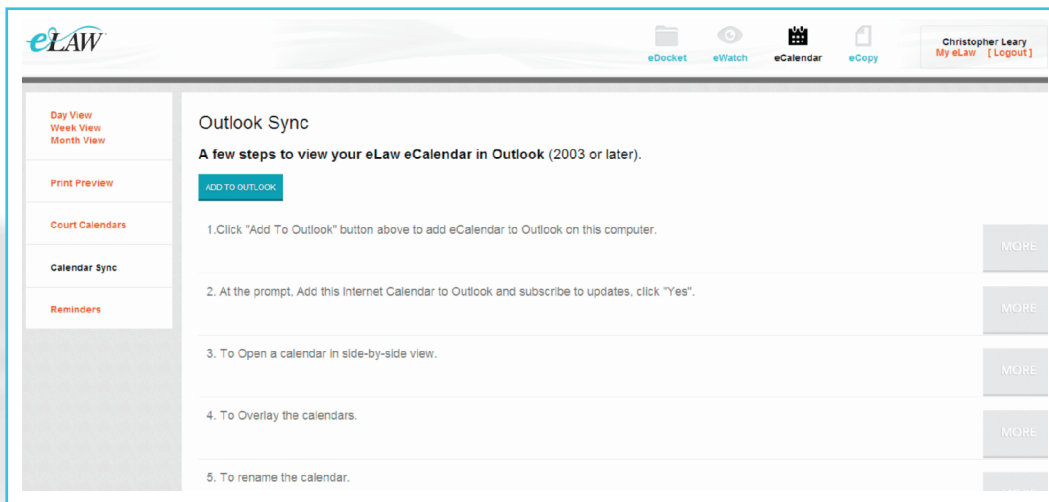
- Log into your account on www.elaw.com.
- Go to the top navigation row and click on the eCalendar icon.
- Select Calendar Sync, which is in the left-side navigation column.
- Check off the appropriate “Outlook” version selection and press the “Continue” button on the bottom.



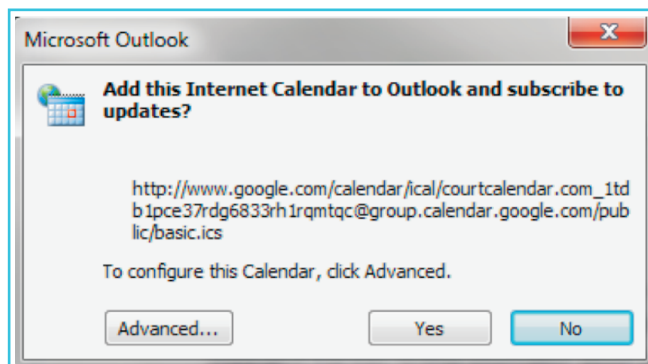
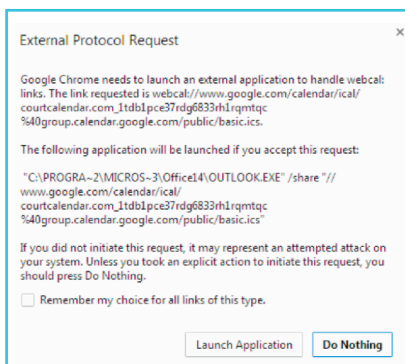
- With your “Sync Profile,” you are able to customize your default setting if the court does not provide a time. You may keep the default setting of 9 a.m. Press the “Continue” button on the bottom of the screen.



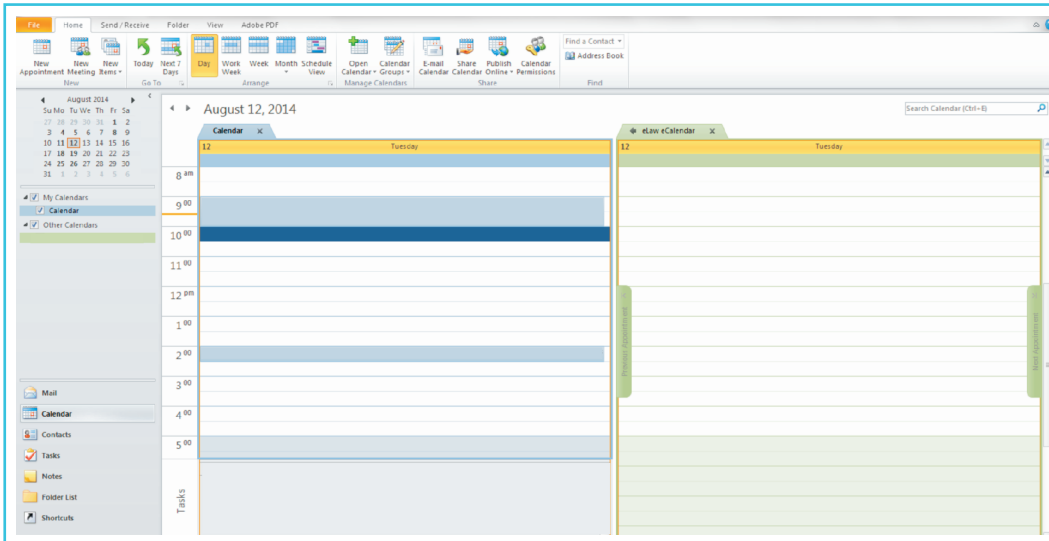
- The “Outlook Sync” page will appear. This page allows you to customize your views in Outlook—having side-by-side eLaw and Outlook views as well as overlaying the calendars. The options of renaming your calendars and setting up eCalendar on another computer are also highlighted on this page. Please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



- 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.



- The following screen depicts a side-by-side Outlook and eLaw eCalendar view.



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



- The following screen gives detailed instructions to rename your calendars.

