

The original All-in-One®
Software Suite for
Case and Financial Management

Front Office Product Sheet



Outlook® Email Integration

Outlook Email Drag and Drop Integration is one of PerfectLaw's® most popular and beneficial functions. Once users have reviewed their emails or attachments they can simply drag them from Outlook to a PerfectLaw® matter or folder to import them. If the same email is dragged to the same matter by a second user; PerfectLaw® alerts them it's already there. Likewise users can select one or more documents from PerfectLaw® and drag them into Outlook emails as attachments. PerfectLaw's® tight integration with Outlook makes All-in-One® matter files possible by combining emails, attachments with the other docs in your database. Other functions and benefits of Outlook email integration and the All-in-One® matter file are shown below.

General Email Integration Features:

- Microsoft® Outlook users can Link/Insert emails into one or more PerfectLaw® All-in-One® document folders.
- Email attachments can be automatically detached and profiled as separate documents during the link process.
- Emails saved in PerfectLaw® are exact copies of the originals and can be reopened in Outlook.
- Users can browse, read and copy from emails in PerfectLaw® without opening each individually profiled message in Outlook, using PerfectLaw's split window Document Previewer feature.
- Case or matter emails can be selected, accessed, forwarded, or replied to from PerfectLaw®. The resulting email once sent is automatically profiled in PerfectLaw®.
- Emails sent from Outlook can be linked via an auto-popup screen during any Outlook "send" operation.
- Emails are automatically searchable in PerfectLaw®; search methods supported include advanced full text, profile, and compound searches.
- Automatic prompts for time slip entry and case/matter linking are always available when emails are sent or received.

PERFECTLAW®
ALL-IN-ONE® SOFTWARE

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Event (appointment, task, and due date) Synchronization:

- Users can add matter codes to Outlook appointments (or TASKS & DUE DATES) that synchronize with PerfectLaw® case/matter and attorney calendars.
- Once any Outlook event is synchronized, it remains synchronized when the event is changed in Outlook or PerfectLaw®; the event appears in all PerfectLaw® calendars with full functionality.
- Event synchronization also supports due dates and tasks generated by PerfectLaw® rule-based docketing software.
- Any synchronized event is available to mobile devices using any wireless devices supported by Microsoft® Exchange.

Contact Synchronization:

- Once users select PerfectLaw® or Outlook Contacts for synchronization; contact info is continuously synchronized between PerfectLaw®, Outlook, and your wireless device.
- Outlook/PerfectLaw® synchronized contacts are available to all users subject to assigned security restrictions.

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