

LawToolBox

Link hearings, emails, files, chat, video and transcripts to Matter Management

LawToolBox transforms
Teams & Outlook
into a collaboration suite

Integration Capabilities



CORPORATE LEGAL DEPARTMENTS

LawToolBox creates Matters in
Office 365 & Microsoft Teams
Designed for collaboration

- ✓ Office 365 Matters
- ✓ Automated Deadlines
- ✓ Matter Calendar
- ✓ File Management
- ✓ Matter Contacts
- ✓ Virtual Hearings
- ✓ Templated Breakout Rooms
- ✓ Reporting
- ✓ Case Analytics
- ✓ Search

Search or type a command

CD **General** Posts Files Wiki **LawToolBox** Notes eFiling Research 1 more

Dashboard Matters Reports
Files Contacts Help

My Matters

ABC Builders v New Gen Inc ⚡
CA State - Superior Court - Civil (LA County)
Created: 04/06/2020

Acme Inc. v Brown Construction D11 ⚡
CA State - Superior Court - Civil (LA County)
Created: 03/30/2020

Acme v Bloonde ⚡
CA State - Superior Court - Civil (LA County)
Created: 04/02/2020

Acme v Jones Construction inc. ⚡
CA State - Superior Court - Civil (LA County)
Created: 04/07/2020

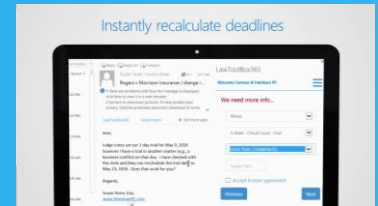
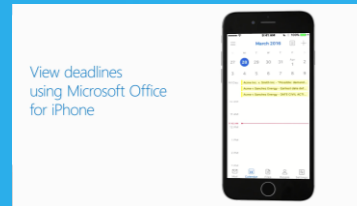
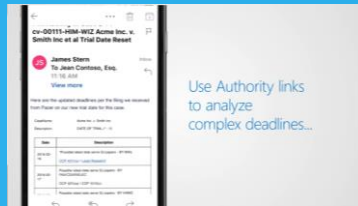
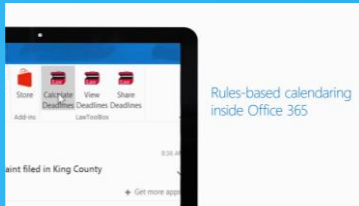
Acme v Junnes ⚡
(123)

Acme v Jones Construction inc.
Matter Dashboard
Calculate Deadlines
Add Deadline or Appt
View & Edit Deadlines
Virtual Meetings
Calendar
Share Matter
Audit Sharing
Matter Contacts
Tags
View Analytics
Document Folders
Copy Template
Create Team
Open Calendar
Shared Inbox
Create Notebook
Close Matter

Add LawToolBox to your Microsoft Invoice
Buy and manage inside Microsoft 365 Admin Center
Enterprise platform in your M365 with Single Sign-On

[Product List](#) | [Case Study](#) | [Press Release](#) | [Teams for Legal 3-Min Video](#) |

1st Place Best SharePoint Solution
2nd Place Best Microsoft Office for Teams
3rd Place Most Business Value for Outlook



O365 for Legal Platform

How O365 & Microsoft Teams for Legal works

Use LawToolBox to create an Office 365 Matter designed for legal from Microsoft Teams or Outlook.

Legal professionals can manage multiple LawToolBox O365 matters within one Microsoft Team or they can create a Team at the outset of the case or as the matter progresses. Office 365 matters and Microsoft Teams are designed for collaboration on legal matters and are configurable to include any or all of the following:

- Matter calendar for deadlines and events
- Matter SharePoint Site
- Matter OneDrive sync
- Matter OneNote for case notes
- Matter contacts for Outlook
- Matter advanced file search

Matter Management Key Benefits

What you can do with Microsoft Teams for Legal

Create Office 365 matters using off-the-shelf or custom rule-set, or choose “general matters” for basic calendaring

Matter calendaring & automated deadlines for litigation, administrative, regulatory matters or use custom deadlines based on other applicable rules. Add, update, or remove case-specific deadlines and events

Update matter calendars in Teams and user calendars in Outlook as deadlines and users change

Save documents and emails to Office 365 matter (or Team files): save emails from Outlook Inbox to Teams, drag and drop, create file templates

View, filter, email, and share reports for a matter, user, team or firm-wide. Filter by recent matters, user matters, practice group matters, firm matters, matter name, tag, deadline type

Link Outlook contacts to a matter, to firm contacts, make private, assign tags

View analytics on average length of matters and motions, insights on co-worker’s case activity, last pleadings modified

Search for key words and phrases across Office 365 for files and other artifacts a user has access to

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Proof Points

“Teams and LawToolBox have given me peace of mind, in terms of both case management and security. I can trust that our deadlines are right, and our conversations are secure.”

–Hector Marrache, Attorney

“LawToolBox is THE solution to our firm-wide calendaring and deadline management challenge! Seamlessly integrates with Time Matters.”

–Donald L. Davis, Deputy General Counsel, Los Angeles Unified School District

“LawToolBox is practice critical; knowing that I’m not missing any litigation deadlines brings peace of mind and save times. With LawToolBox case deadlines in Outlook, tracking deadlines is smooth and quick. I always know when case deadlines are looming, which means I won’t miss any. With a few clicks, all my litigation deadlines are integrated into my Outlook calendar. Rather than worrying about deadlines, I can focus on my legal work. Thank you LawToolBox!”

–John Browning, Esq., Browning Law Group

[LawToolBox.com/Office365](https://www.lawtoolbox.com/Office365)

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