

# The Cloud Suite for the Modern Law Firm

MODERN CLOUD SERVICES  
THAT WORK TOGETHER.

RPost and LawToolBox have teamed up to provide a suite of leading cloud based security and productivity solutions for the Modern Law Firm, built upon Microsoft Office 365—the familiar top-of-the-line set of productivity tools.

 **MODERN LAW FIRMS TODAY** are fully aware of the unique demands in their industry. Delivering quality services 365 days a year to existing customers, attracting new customers, running a profitable business, hiring employees, keeping client data safe, maintaining industry compliance in everything they do....can be exhausting and overwhelming. Practicing law and running a law firm at the same time requires modern tools to succeed. Modern law firms understand cloud computing. They use the modern tools needed to run a successful firm affordably, efficiently, securely, and compliantly.



PRODUCTIVITY  
SECURITY  
COMPLIANCE

**RMail® 365** is an Outlook add-in that puts email encryption, email open and delivery tracking, certified e-delivery proof, e-signatures, and secure large file transfers at the fingertips of any Microsoft Outlook or Office 365 user. Registered Receipt™ email records offer court-admissible proof of email delivery, message content, delivery time stamps and open tracking.

**LawToolBox365**, as an Outlook add-in, is integrated with Office 365 and creates a matter-based backbone inside Outlook, allowing legal professionals to manage deadlines from beginning to end without ever leaving their Outlook Inbox.

**Microsoft Office 365**, the fastest growing commercial product in the history of Microsoft, fits the way you work. Using the familiar Office apps you know and the power of the cloud, Office 365 lets you work virtually anywhere, anytime, across your devices.

When purchased together, law firms get all three services on a single invoice, billed on a per-user per-month or per-year subscription service. The suite is available from a network of independent cloud-technology solution providers, who can help with solution evaluations, sales, service and support.

*Additional fees may be required.*

# Productivity



**Fully installed Microsoft Office applications.** Word, Excel, PowerPoint, Outlook, Publisher, OneNote, Access, and Skype for Business on up to 5 PCs or Macs per user. Now includes the new Office 2016 apps for your PC and Mac.

**E-Signatures.** RMail® provides faster turnaround times on agreements and offers extra convenience for signers and signees. Get legally-binding electronic signoff on documents and agreements. Whether for e-contracting or simply for e-signing documents, RMail® makes it easy for all parties to e-sign and complete a transaction.

**Court-Deadline Management.** With [LawToolBox365](#) legal professionals can calculate state and federal court deadlines for their matters based on rules of procedure for each court from inside their Outlook. Then users can add deadlines internally to team member Outlook calendars; and externally to a client's Google calendar, a witnesses' Outlook calendar, an expert's iCal calendar, or an insurance adjuster's Lotus Notes calendar.

**Online Meetings with Clients.** Participate in consultations with online meetings, IM, video, and web conferencing.

**Legal Community Library.** Users get exclusive access to participate in an Office 365 community of legal professionals to build a library of email templates inside [LawToolBox365](#), aggregating knowledge from a cutting edge group of legal professionals that are aggressively embracing the cloud and technology.

**Secure Large File Transfer.** Rmail®'s LargeMail™ file transfer feature combines the convenience of emailing file attachments when composing an email with the

# Security



**Email Encryption.** RMail email encryption allows true direct delivery of encrypted message content, right to the recipient's inbox. There's no need for recipients to log into a 3rd party website or register for an account to access their encrypted messages.

**Protect data.** Gain enterprise-grade protection and business continuity without the need for an enterprise-sized IT department.

**User-centric Security.** Office 365 provides continuous backup of your company's files in globally distributed data centers, and enables encryp-

tion of data both at rest and in transit between a data center and a user. Office 365 allows you to customize security policies by user and device to ensure the right level of protection for your data.

## Optional Hosted Business Class Email Accounts.

For those also in need of an email server or email account, Office 365 premium products include this, with anti-malware and anti-spam filtering, on globally redundant servers with premier disaster recovery capabilities; and a team of security experts monitoring 24x7 to safeguard your data.

# Compliance



**Certified E-Delivery Proof.** RMail's Registered Email™ service returns a Registered Receipt™ record that proves delivery, time of delivery, and exact content. Timestamping and authentication features offer legal proof of when an email was delivered and/or opened.

**Deadline change-management.** LawToolBox365 gives legal professionals another set of eyes watching for court rule changes, and when rules change, it notifies them and updates their calendar. Users can automatically "update" deadlines as events change

and "remove" deadlines as users get re-assigned and cases resolve.

**Compliance Archive.** With Office 365, you can protect your organization's data and comply with legal requirements using integrated Office 365 compliance tools for eDiscovery, Advanced eDiscovery, Archiving, and Auditing, available in select enterprise plans. Office 365 is compliant with industry standards, including ISO27001, EUModel clauses, HIPAA BAA, and FISMA. It has built-in functions such as permissions, version control, archived, and easy retrieval.