

# LawToolBox

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

LawToolBox transforms  
Teams & Outlook  
into a collaboration suite

Integration Capabilities



## LAW FIRMS

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

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](#) |

Search or type a command

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

Dashboard Matters Reports  
Files Contacts Help

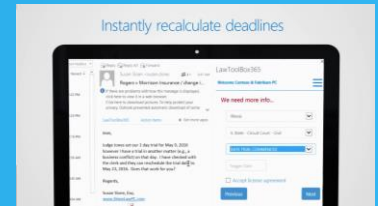
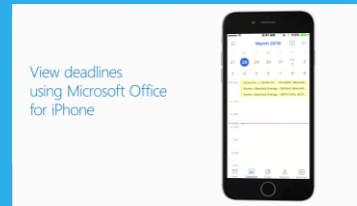
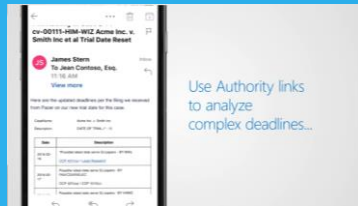
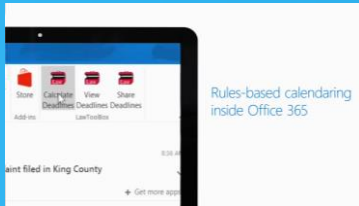
**My Matters**

- 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

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

[Try Now](#) | [Request Info](#) | [Buy Now](#)

### 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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