

Calendar Sync

eWatch subscribers can use the Calendar Sync feature to ensure seamless and error-free diary and calendar entries. This allows them to receive automated updates to Google calendars as well as Android and Apple® iPhones® and iPads®.

Attorneys and paralegals are always on the go—traveling between their offices, client locations and courthouses. It’s imperative that they receive information about court appearances as soon as possible. With eLaw, mobile legal professionals can immediately learn ahead of time if an appearance has been adjourned and can view future appearances at a glance.

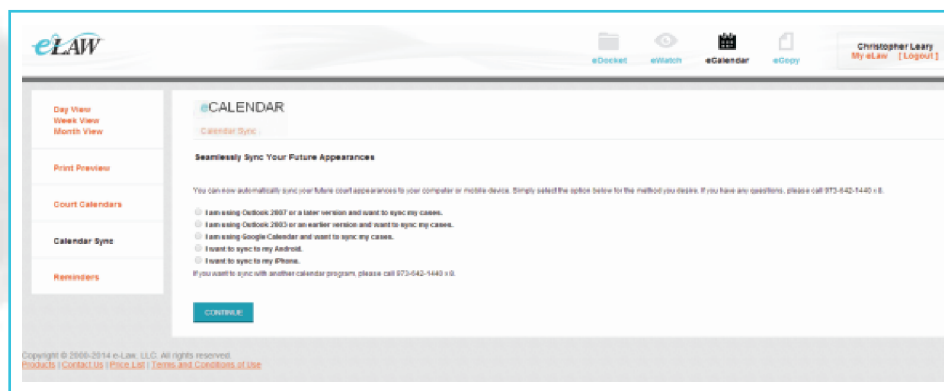
The mobile calendars include all the necessary information in the “Notes” section, including case name, part, judge, appearance type, case status and date, as well as actions and court case comments.

Below are instructions on how to activate Calendar Sync for Google calendar and Android smartphones, and on Page 3 are the instructions for the Apple iPhone and iPad devices.

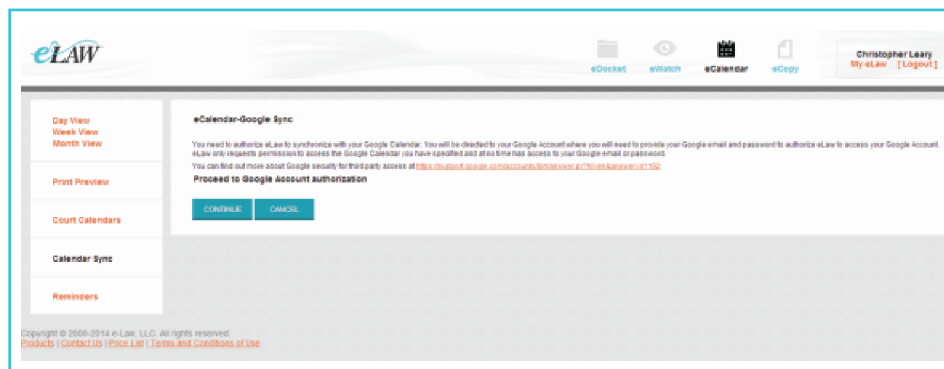
How to Activate Calendar Sync: Google Calendar and Android Smartphones

Before setting up your mobile calendar in eLaw, which takes two minutes, it is advisable to create a Google account. It is required to have a Google account for both the Google calendar and Android smartphone:

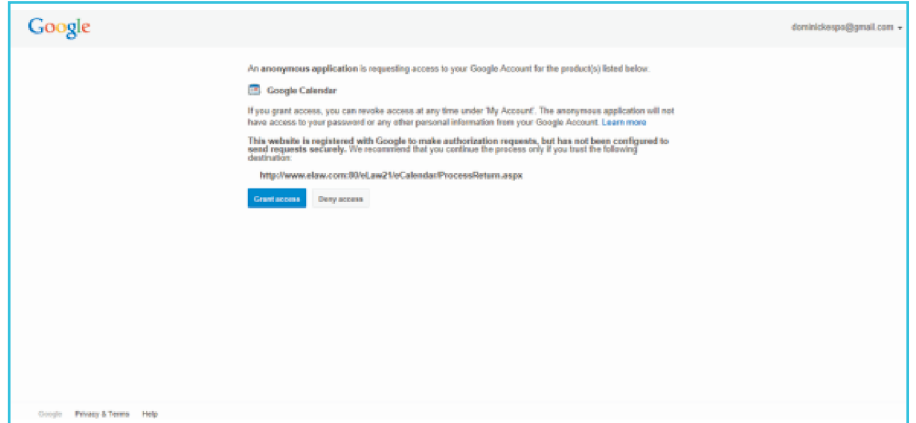
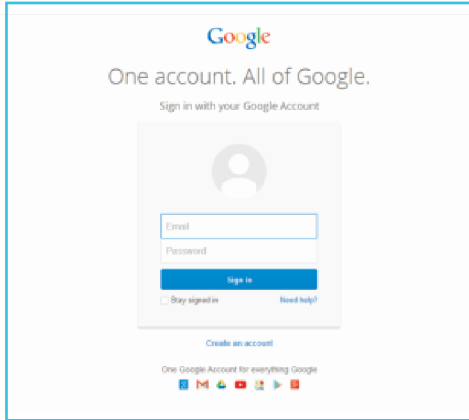
- Log into your account on www.elaw.com.
- Go to the top navigation row and click on the eCalendar icon.
- Select Calendar Sync, which is on the left-side navigation column.
- Check off the appropriate selection and press the “Continue” button on the bottom.



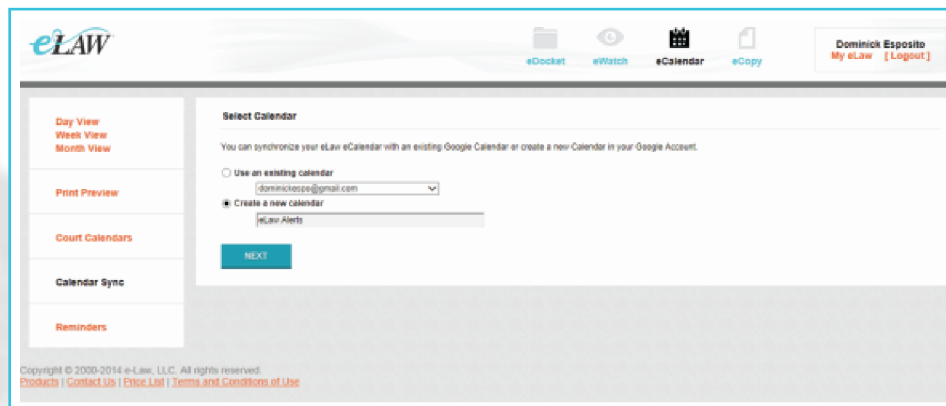
- The Google and Android selections will show a page highlighting “Google Account authorization.” After pressing “Continue,” you will be automatically directed to your Gmail account.



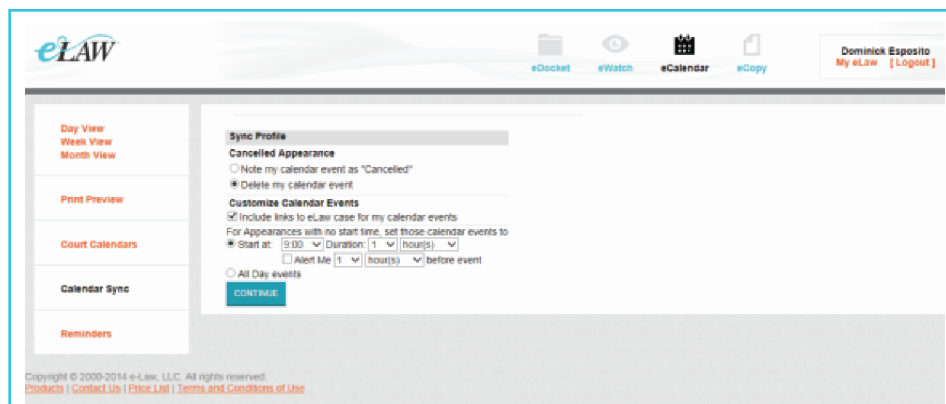
- After logging in, you will receive a message allowing Google to grant access to eLaw. You must click on the “Grant Access” button on the bottom of the page.



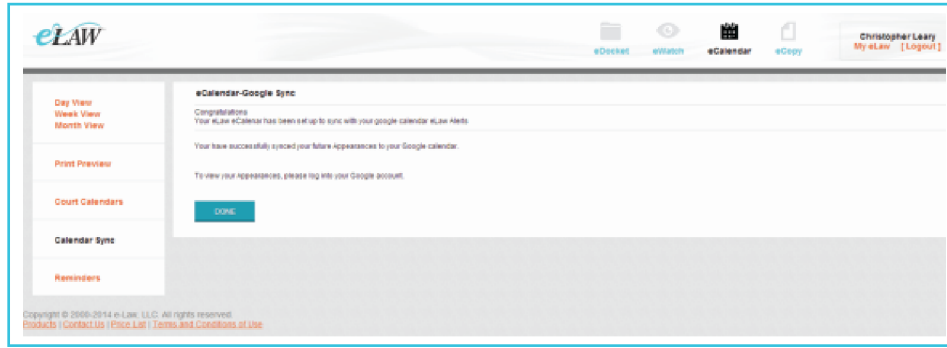
- You will be automatically re-directed to eLaw. The next screen gives the option of putting all of your alerts in your existing Google calendar or creating a new overlay calendar for just your eLaw case alerts. After selecting the option that works best for you, select “Next.”



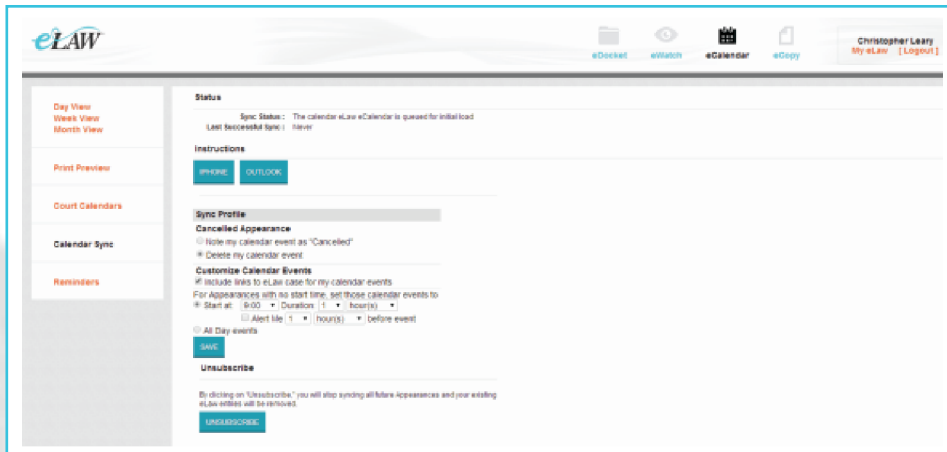
- The following screen, Sync Profile, gives the setting options: what time you want your appearances to displayed in your calendar and at what duration as well as whether you want to automatically delete cancelled appearances or whether you want to have them marked in your calendar as “Cancelled.”



- After choosing the options you desire, click “Continue” and then “Done.” Your calendar syncing will start automatically within an hour.

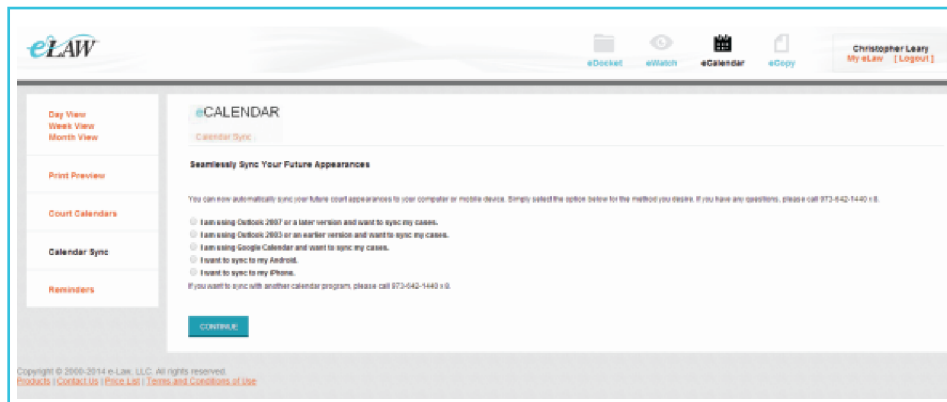


- After clicking “Done,” you will be automatically re-directed to the Sync Profile page, which will now highlight:
 - Sync Status: by indicating “active” or “queued for installed load”
 - Last Successful Sync: month, day, year and time-stamped
 - Re-sync: to restore all eLaw calendar events to their original state
 - Unsubscribe: to stop syncing of all future appearances to Google or your mobile device

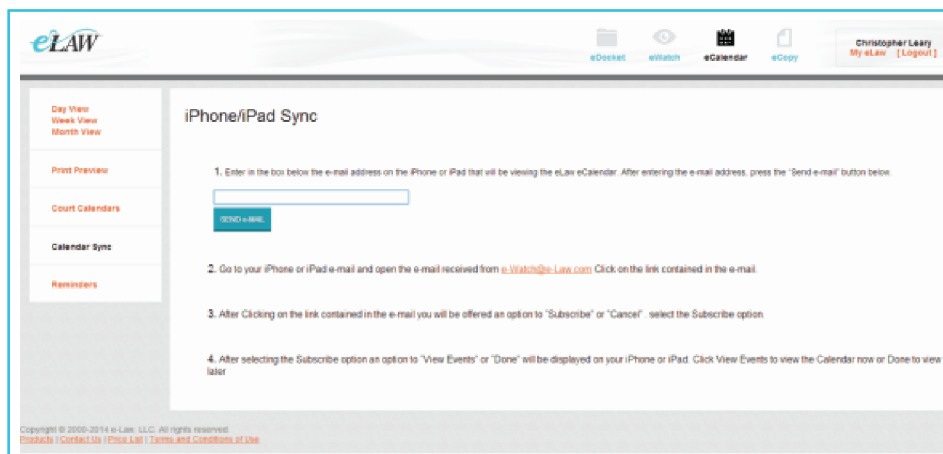


How to Activate Calendar Sync: Apple iPhone and iPad

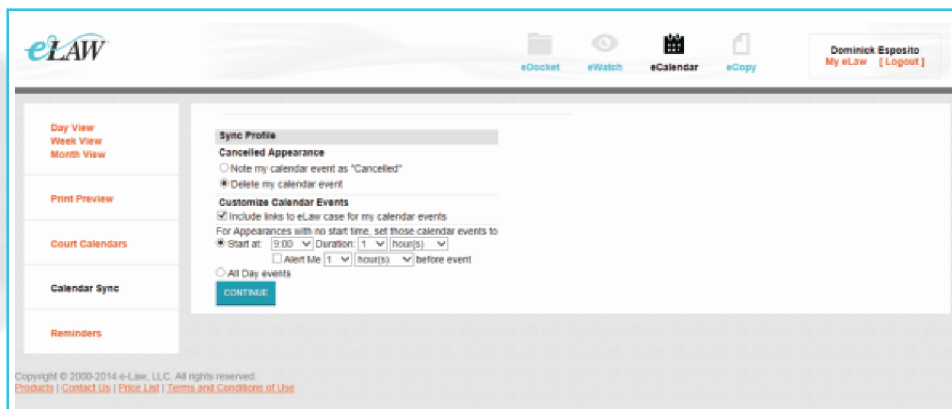
- Log into your account on www.elaw.com.
- Go to the top navigation row and click on the eCalendar icon.
- Select Calendar Sync, which is on the left-side navigation column.
- Check off the appropriate “iPhone” selection, which is the same for the “iPad,” and press the “Continue” button on the bottom.



- The iPhone/iPad selection will show a page to enter your email address. You will then immediately receive an automated email that will be sent to your selected mobile device. The email will include a link to “Subscribe” so you can “View Events” on your iPhone or iPad. Your calendar syncing will start automatically within an hour.



- Log back into eLaw and click on the eCalendar icon on the top navigation row and then go to Calendar Sync, which is on the left-side navigation column. The following screen, Sync Profile, gives the setting options: what time you want your appearances to displayed in your calendar and at what duration as well as whether you want to automatically delete cancelled appearances or whether you want to have them marked in your calendar as “Cancelled.”



- View the Sync Profile images in the “How to Activate Calendar Sync: Google Calendar and Android” section for detailed information on how to modify your calendar displays, the duration of them as well as the sync update status and “Unsubscribe.”