

Manage Your Legal Matters from Where You Live

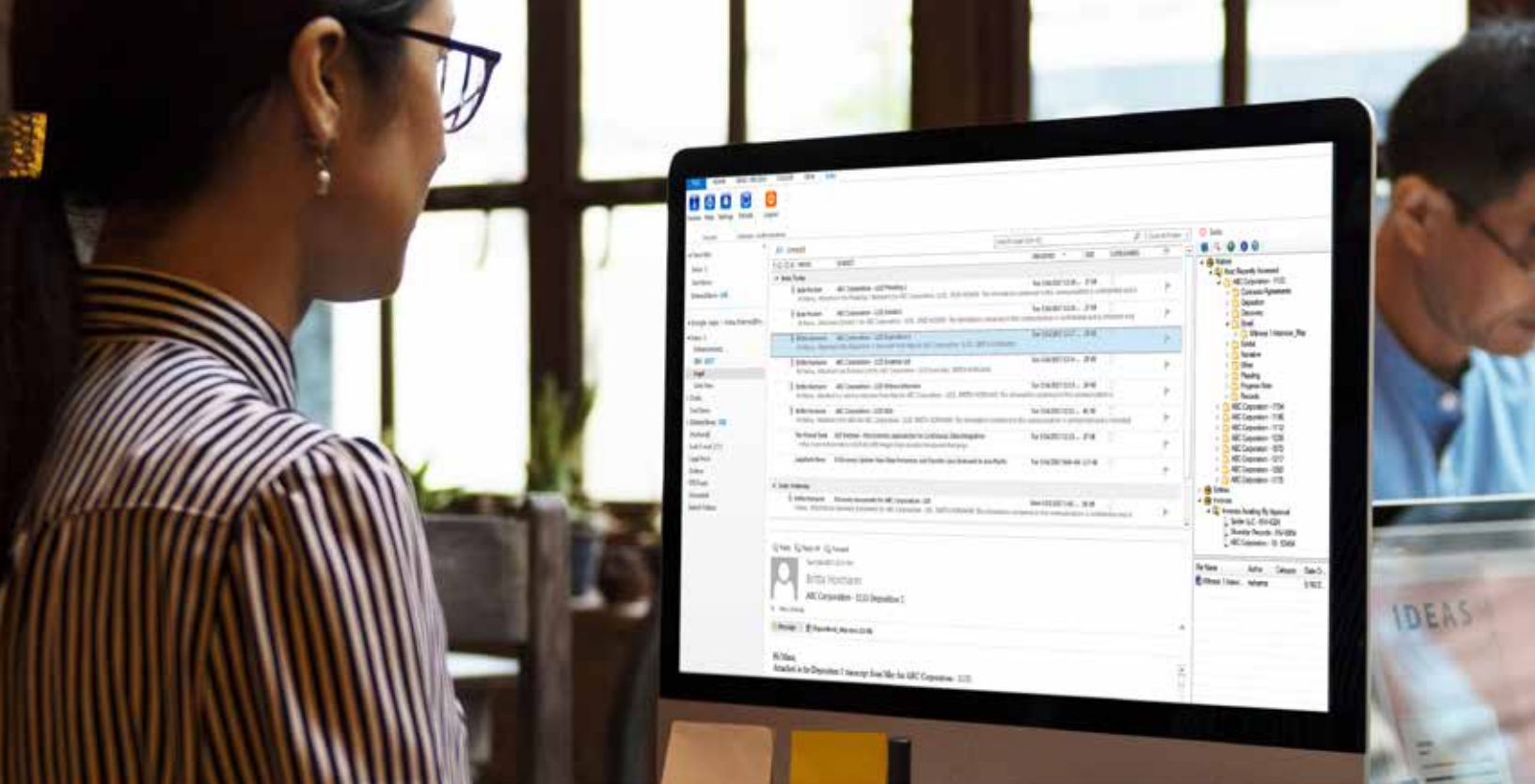
- ⊕ Ensure a deadline is never missed with bi-directional calendar sync
- ⊕ Reduce the amount of time generating and managing legal documents by up to 20%
- ⊕ Drag-and-drop emails and documents to ensure all matter data is centralized
- ⊕ Review and approve invoices in minutes without logging into your legal spend management solution

Time is valuable to legal professionals. Mitratesch Office Link provides the fastest way to update matters, save emails and documents, and approve invoices directly from email – lessening the burden of administrative tasks and giving the entire legal team more time for higher value work.

Mitratesch's next generation Microsoft Outlook® and Microsoft Office® plugin seamlessly integrates with matter management and legal spend management to streamline workflows, avoid duplication of labor, and encourage full use by attorneys and administrative staff. Mitratesch Office Link speeds up adoption of legal technology and encourages full utilization of the powerful platform capabilities.

It's easier than ever to access and control files and tasks while leveraging existing software skills with Mitratesch Office Link. And, you can reduce the time lost and increase the operational efficiency of the entire department.





Mitratech Office Link Features

- Attach important documents to matters quickly and easily with simple drag-and-drop so matter data is centralized
- View matter summary pages from Outlook® and drill-down into the records by launching the matter management solution
- Review invoices, including approval/rejection workflow from within Outlook®
- Ensure users' calendars are up to date with their important appointments/tasks for their matters or entities with bi-directional calendaring support for Outlook®
- Save time by easily converting your outside counsel's updates into a matter progress note using simple drag-and-drop
- Collaborate, check documents in and out of Microsoft Office®, drag-and-drop from your desktop directly into matter records
- Send matter summary as email for easy information sharing



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