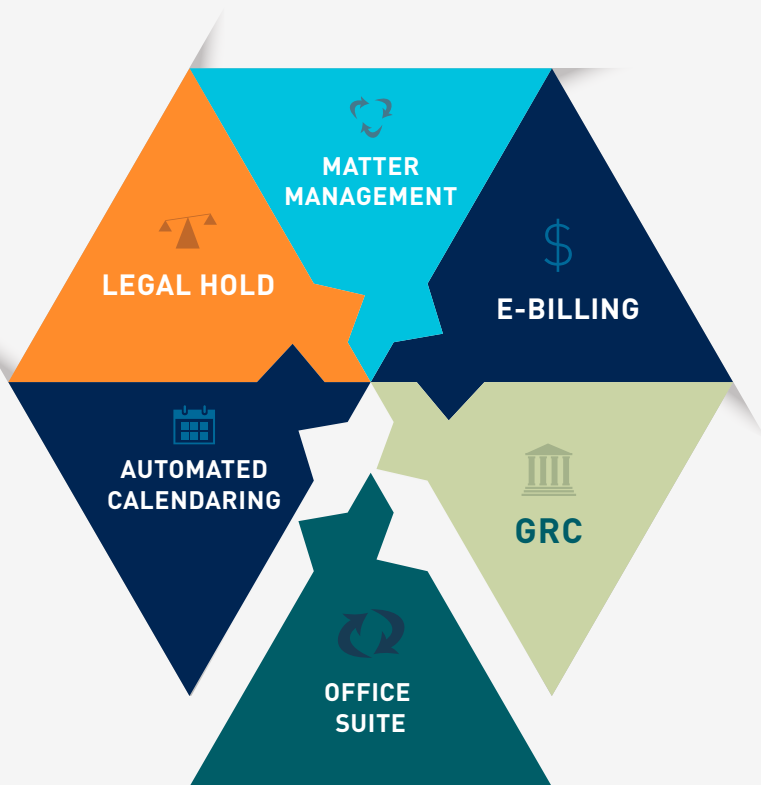


TEAMCONNECT OFFICE SUITE



Manage your legal matters from where you live Leverage the power of TeamConnect without leaving Outlook®

Time is valuable to legal professionals. Mitratesch understands that user adoption is key to maximizing the return on your legal investment – and solutions are more valuable when used to their full capability.

Integrate Mitratesch's solutions with Microsoft Outlook® and Microsoft Office® to smooth workflows, avoid duplication of labor, and encourage full use by attorneys and administrative staff. TeamConnect Office Suite will speed up adoption of legal technology and encourage full utilization of the powerful platform capabilities. TeamConnect Office Suite makes it easier than ever to access and control files and tasks, while leveraging existing software skills.

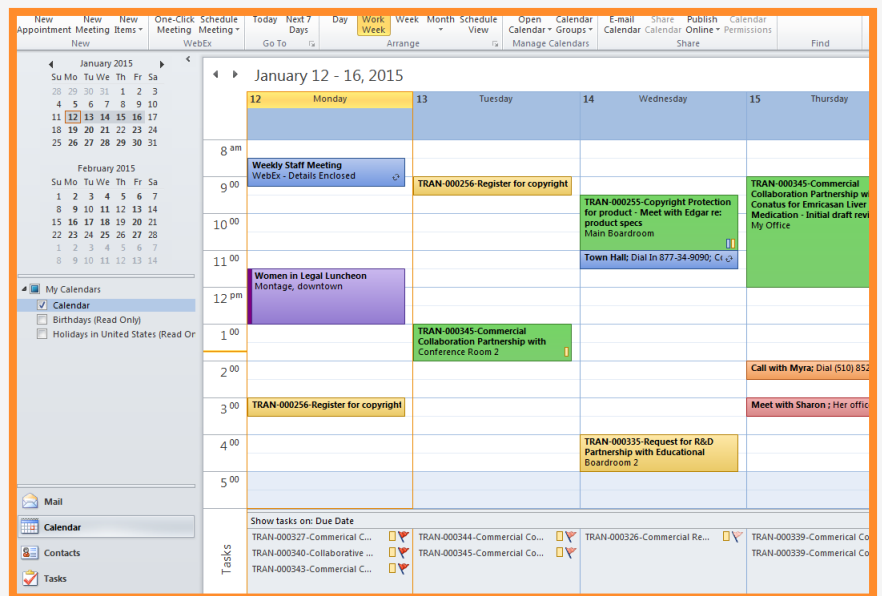
Reduce the amount of time generating and managing legal documents by 20% with MS Office® integration.

The average end user of legal technology can lose between 30 and 60 minutes per week switching between disparate applications, navigating screens, and re-inputting information. Add that time across your legal staff over a period of a year and it is a significant investment in low value work. Office Suite reduces the time lost, and increases the operational efficiency of the department.

ENABLE USERS TO...

- ☒ drag-and-drop emails and documents into specific TeamConnect matters
- ☒ assign or create appointments and tasks for matters
- ☒ rename, choose categories, and add descriptions to matter documents

**WITHOUT EVER
LEAVING OUTLOOK®!**



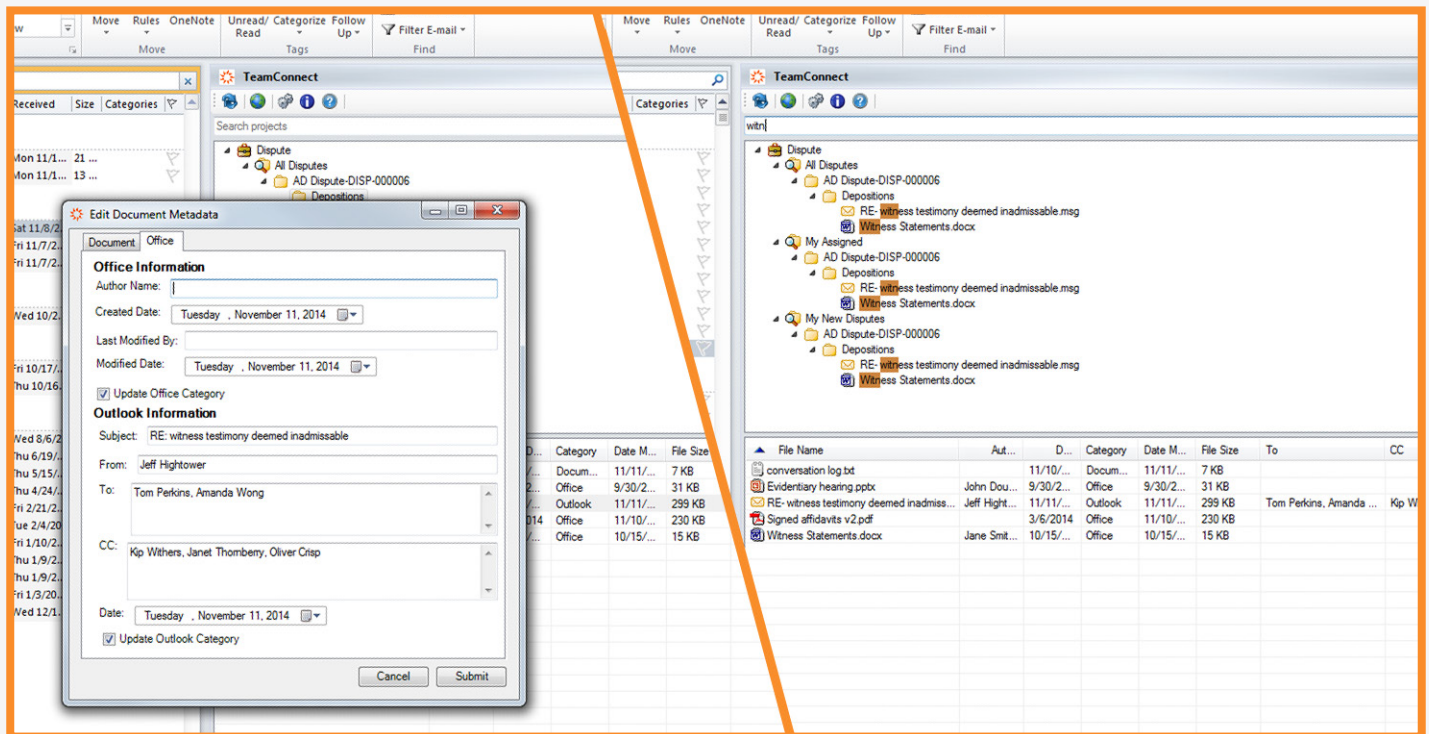
TEAMCONNECT OFFICE SUITE

OUTLOOK FEATURES

- Assign or create appointments and tasks for matters from Outlook®
- Drag-and-drop emails and documents into specific TeamConnect matters without ever leaving Outlook®
- Capture additional data, including sender, cc and subject line, separate from title, for emails that are pushed to TeamConnect

OFFICE FEATURES

- View, create, and edit TeamConnect documents directly from PowerPoint®, Word®, or Excel®
- Check-in or -out TeamConnect documents directly from Office® applications and track versions and owners
- Browse and search for documents from TeamConnect
- Integrate successfully with MS Office® 2007, 2010, and 2013



INTEGRATION

- Manage calendar appointments and tasks in Outlook® and automatically sync with TeamConnect's user specific legal calendar
- Rename and add descriptions to matter documents from Outlook®
- Allow end users to access without having to re-type credentials when using Automatic TeamConnect login with Windows ID

BENEFITS

- Increase usability by allowing users to remain in their comfortable Microsoft Office® environment
- Drive adoption and keep better records through easy upload of emails and attachments
- Save time and enhance collaboration with document management capabilities
- Implement easily, with full administrative control over deployment

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MITRATECH

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