## Four reasons to install the Firm Central desktop plugin

The Firm Central<sup>®</sup> desktop plugin is easy to install and gives you four significant ways to make using Firm Central even easier and more productive:

**Easily drag and drop files** into your Firm Central folders on your desktop, which imports them directly into Firm Central.

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**2** Quickly drag and drop email messages (plus attachments) within Microsoft<sup>®</sup> Outlook<sup>®</sup> into a Firm Central case.



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EMAIL(1) Microsoft Word(1)	Time & Billing Invoices	May 24, 2017 7:17 am Firm Central user
E ADDED	Sample Memo - Aug 2.docx	August 8, 2017 6,01 am Firm Central user
ED BY Firm Central user(6)	Initial Client Intake	July 31, 2017 2:29 pm Firm Central user
	Notice And Acknowledgment of Receipt	June 30, 2017 6:55 am Firm Central user
	Request for Order	June 27, 2017 2:52 pm Firm Central user
	RE Revised Color Desk Stand_6302014 16308 PM.msg	May 18, 2017 8:39 am Firm Central user

**3** Two-way calendar sync between Outlook and your Firm Central calendars.



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Save a file directly into Firm Central (from Microsoft Word, for example) by saving it to the applicable Firm Central folder.

This is especially helpful for Westlaw<sup>®</sup> Form Builder users who want to save their completed forms directly into Firm Central.

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If you'd like to install the Firm Central desktop plugin on your Windows<sup>®</sup> PC, use this link: info.legalsolutions.thomsonreuters.com/software/firm-central/default.aspx

The intelligence, technology and human expertise you need to find trusted answers.

