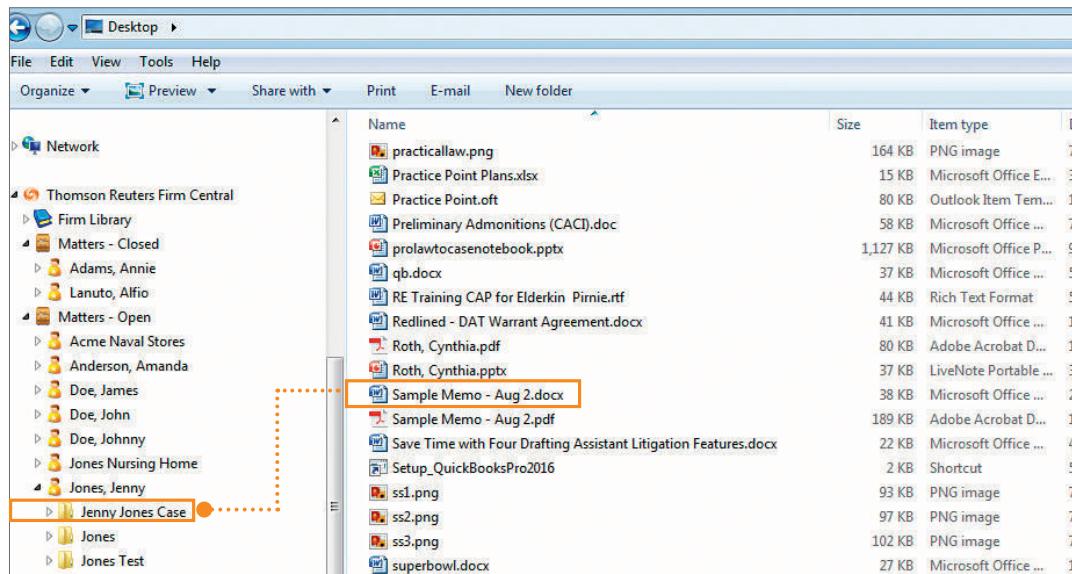


Four reasons to install the Firm Central desktop plugin

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

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



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



The screenshot shows the Microsoft Outlook interface with the 'Mail' ribbon tab selected. The left pane displays the 'Inbox' and 'Firm Central' folder structure. A specific email message in the 'Firm Central' folder is highlighted with a yellow box. The right pane shows the message details, including the subject 'RE: Revised Color' and the body content.

The screenshot shows the Firm Central interface with the 'Case Notebooks' ribbon tab selected. The left pane displays 'EMAIL(1)' and 'TE ADDED'. The right pane lists various attachments for a case, including 'Sample Memo - Aug 2.docx', 'Initial Client Intake', 'Notice And Acknowledgment of Receipt', 'Request for Order', and 'RE Revised Color Desk Stand_6302014 15308 PM.msg'. The attachment 'RE Revised Color Desk Stand_6302014 15308 PM.msg' is highlighted with a yellow box.

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

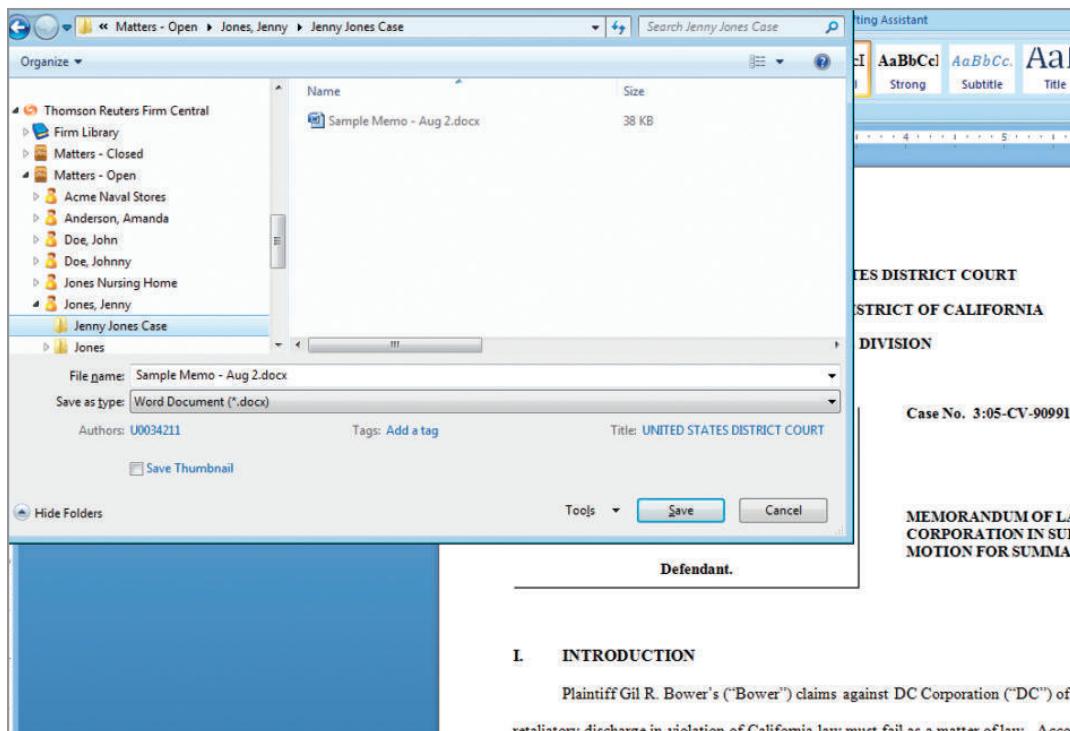


The screenshot shows the Firm Central interface with the 'Calendar' ribbon tab selected. The left pane displays the 'Day' view with a 'Meeting w/Client' event from 2 PM to 3 PM. The right pane shows the 'Events in Firm Central Calendar' for Thursday, August 17, 2017, with a 'Meeting w/Client' event from 2 PM to 3 PM. Both events are highlighted with yellow boxes.

Customer
Favorite

4 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® Form Builder users who want to save their completed forms directly into Firm Central.



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

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