

Collaboration in the Cloud with Office 365

3 reasons for Using Office 365 to Automate Matter Management

13th March 2018

James Grice

Business Relationship Manager



“

*Innovation distinguishes
between a leader and a
follower*

Steve Jobs

”

3 reasons for Using Office 365 to Automate Matter Management


- Simplified matter management tools that adhere to data management regulations
- Smart collaboration for our legal teams and with clients
- Live client insights and data to help lawyers make better decisions



Why we needed to change...

- Increase Fee Earner potential to earn more revenue by:-
 - Reducing time spent paper handling
 - Reducing time spent finding files
 - Improving collaboration and sharing internally and externally
 - Reducing time navigating between none integrated systems
- Create a device agnostic environment for ES employees
- Create a simple, scalable and standardised platform
- User focused with simple applications
- Secure and compliant environment



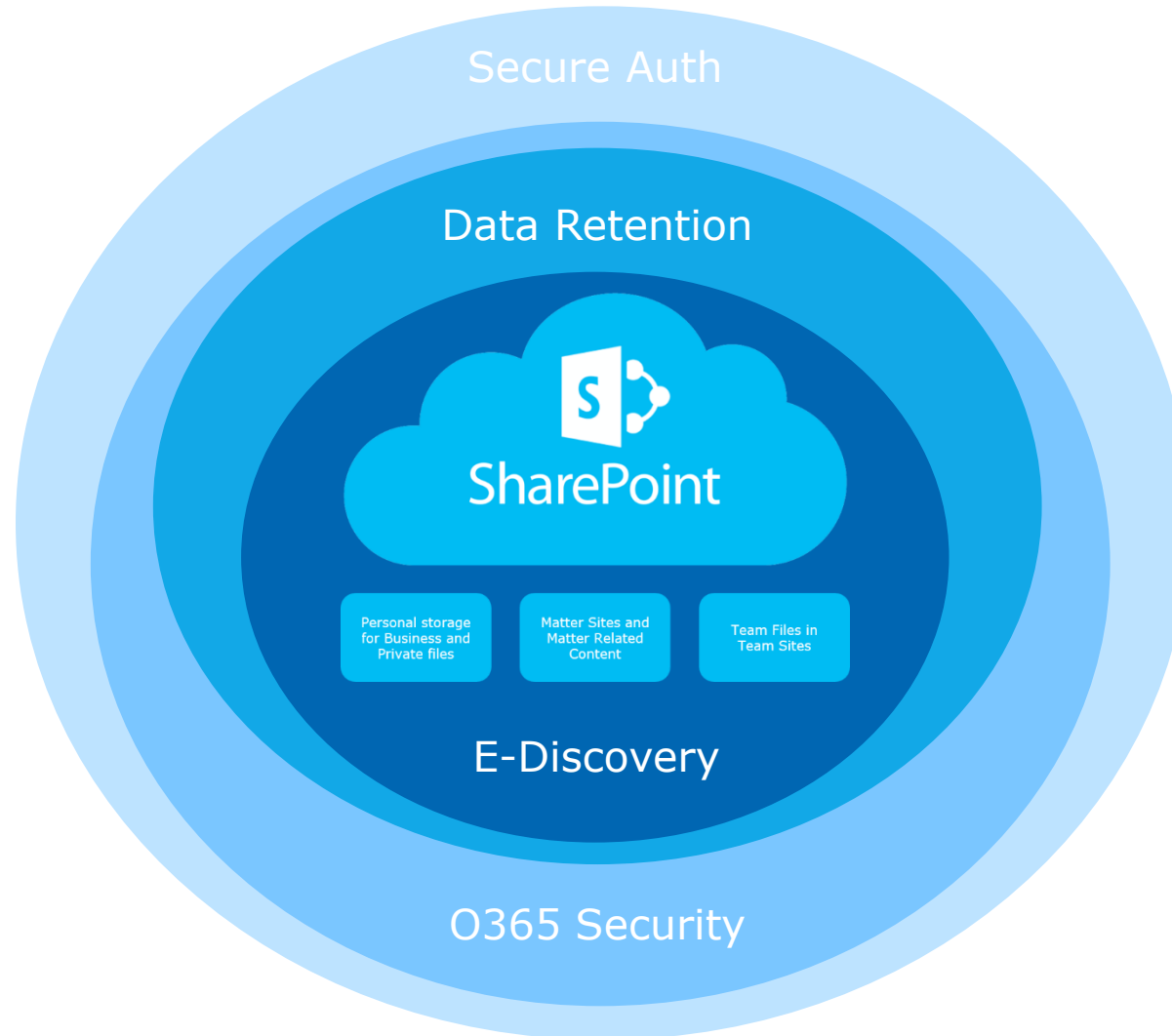
A blue-tinted photograph of a modern office workspace. In the foreground, a tablet displays a bar chart with several blue bars of varying heights. A silver pen lies diagonally across a document with a colorful bar chart. To the right, a smartphone is placed on a silver, reflective stand. A clear glass of water sits in the background. The entire scene is bathed in a cool blue light, creating a professional and tech-oriented atmosphere.

Simplified matter management tools that adhere to data management regulations

Collaboration in the Cloud with Office 365



Collaboration in the Cloud with Office 365



Collaboration in the Cloud with Office 365

The screenshot displays the Microsoft Office 365 interface. The top ribbon includes tabs for FILE, HOME, SEND / RECEIVE, FOLDER, VIEW, and REPSTOR. The HOME tab is active, showing options like New Email, Delete, Forward and Track, Reply, Forward, Meeting, Quick Steps, Move, Tags, Search People, Address Book, Filter Email, Add Document, Change View, Jump to Folder, Quick File, Quick File Attachments, My Matters, Adv. Search, Dashboard, Set Defaults, and Matter Status.

On the left, the 'Favorites' pane shows folders like Inbox [430], Business Change, Business Change - Personal Drive 9, Sent Items 3, Deleted Items 724, .@Waiting for [22], and _Recent Documents [16]. Below this, a list of folders is shown, including All Folders, Correspondence 123, Documents 2, Matter Management 44, My Documents, My Emails 4, Pleadings, and Whole File (all) 145.

The main pane displays a list of documents. The selected document is 'Cheque request for [redacted] rebate for 2011.' by Tina Mcl... dated Wed 23/01/2013 09:...

On the right, the 'Cheque Requisition Form' is displayed. It includes a section for 'Office account requests' and 'Client account requests', both pointing to 'NatCash OfficeChequeRequests' and 'NatCash ClientChequeRequests'. Below this is a table for 'Cheque Requisition Form' with fields for Matter Number, Client Name, Matter Description, General Ledger Number, General Ledger Description, Payee Name, Currency, Amount, and Payment Description.

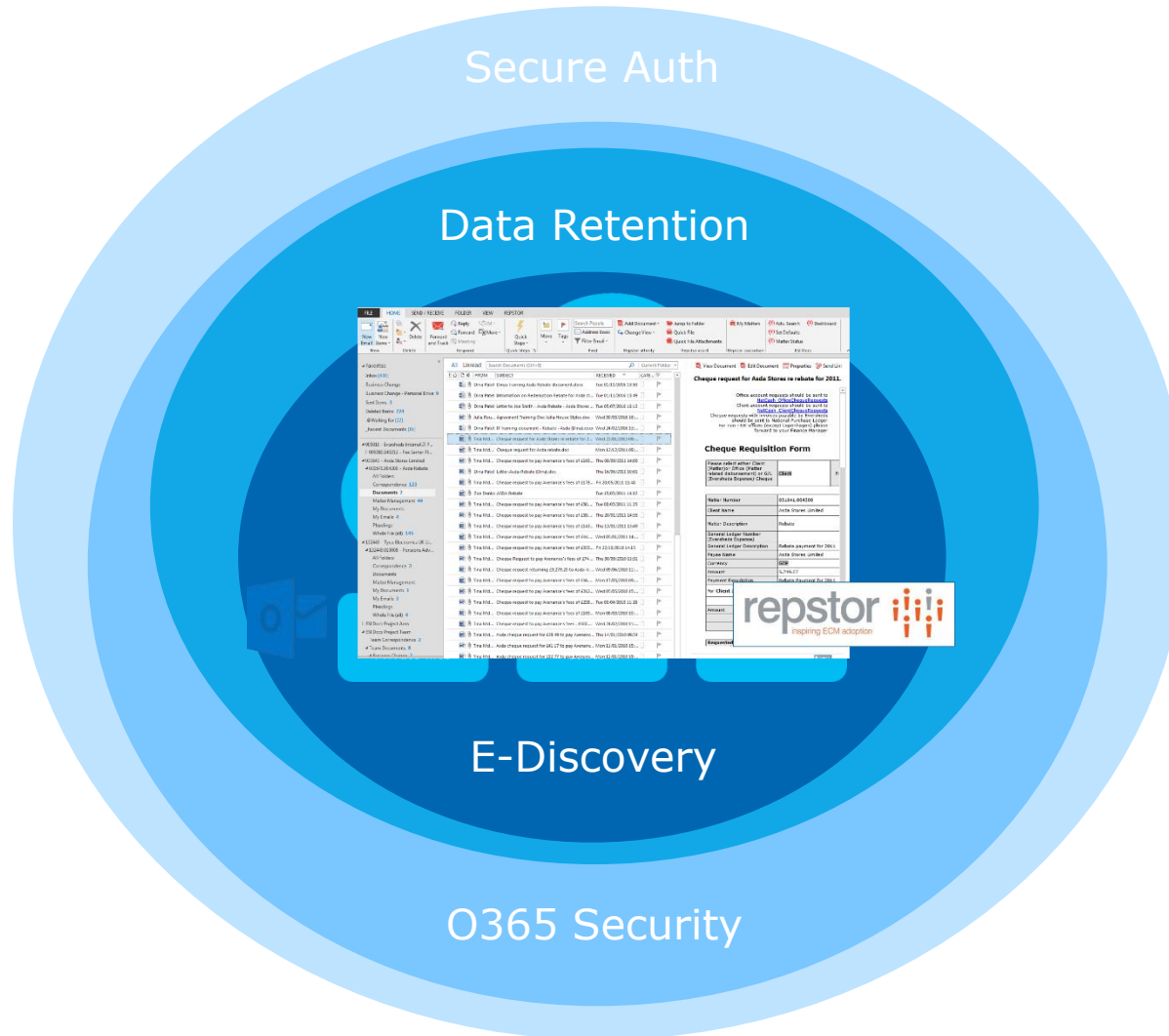
Tools to manage documents and emails built into Outlook


Content pane

Subscribe to matters to see them in Outlook



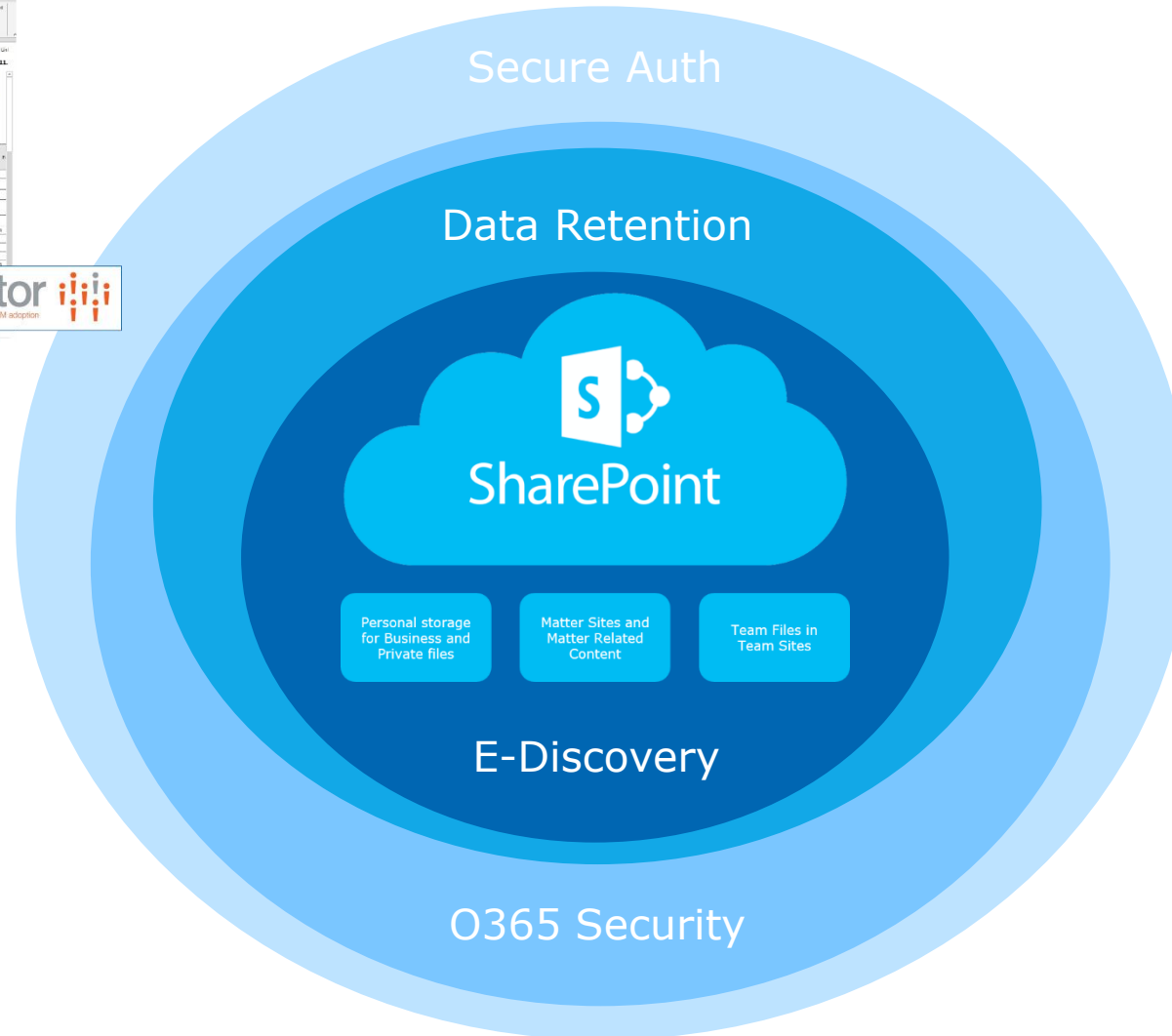
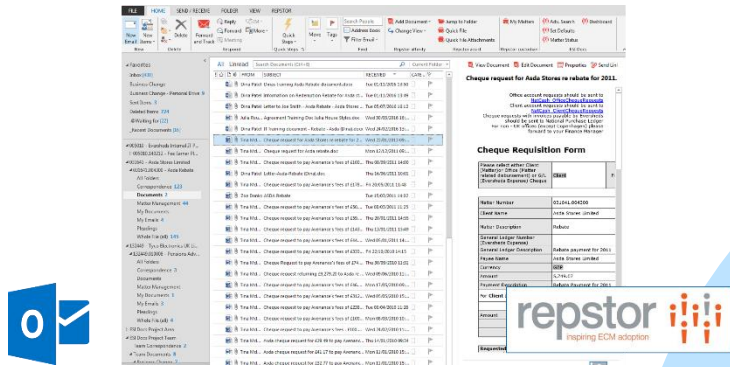
Collaboration in the Cloud with Office 365



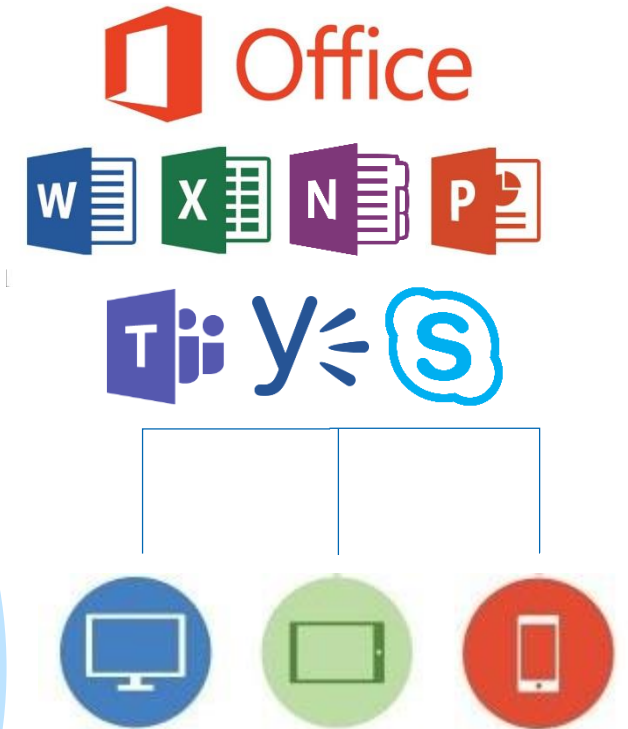
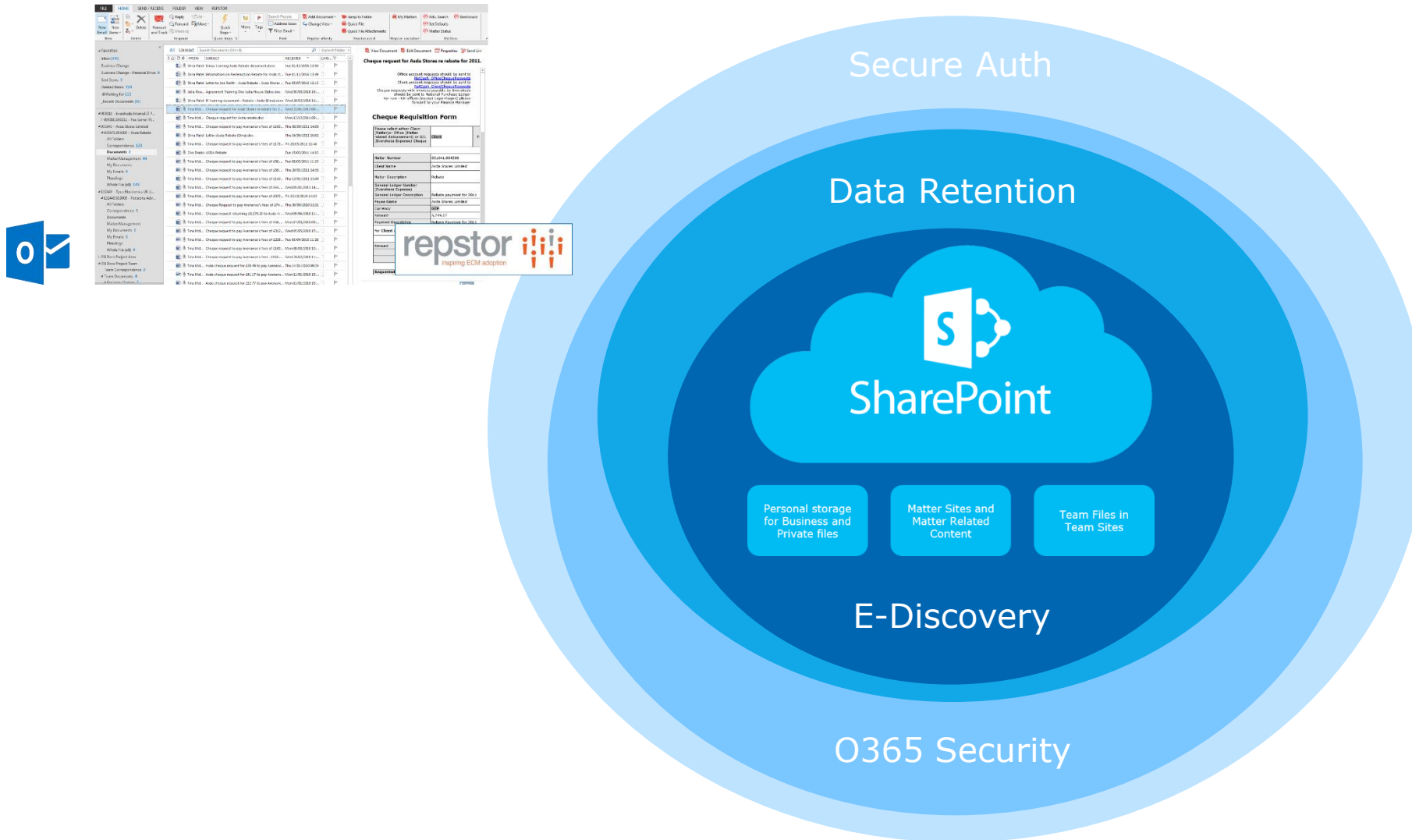
A top-down view of several hands of different skin tones working together to assemble white and grey puzzle pieces on a rustic wooden table. A black pen and a notebook are visible in the upper left corner. A semi-transparent dark banner with white text is centered across the image.

Smart collaboration for our legal teams and with clients

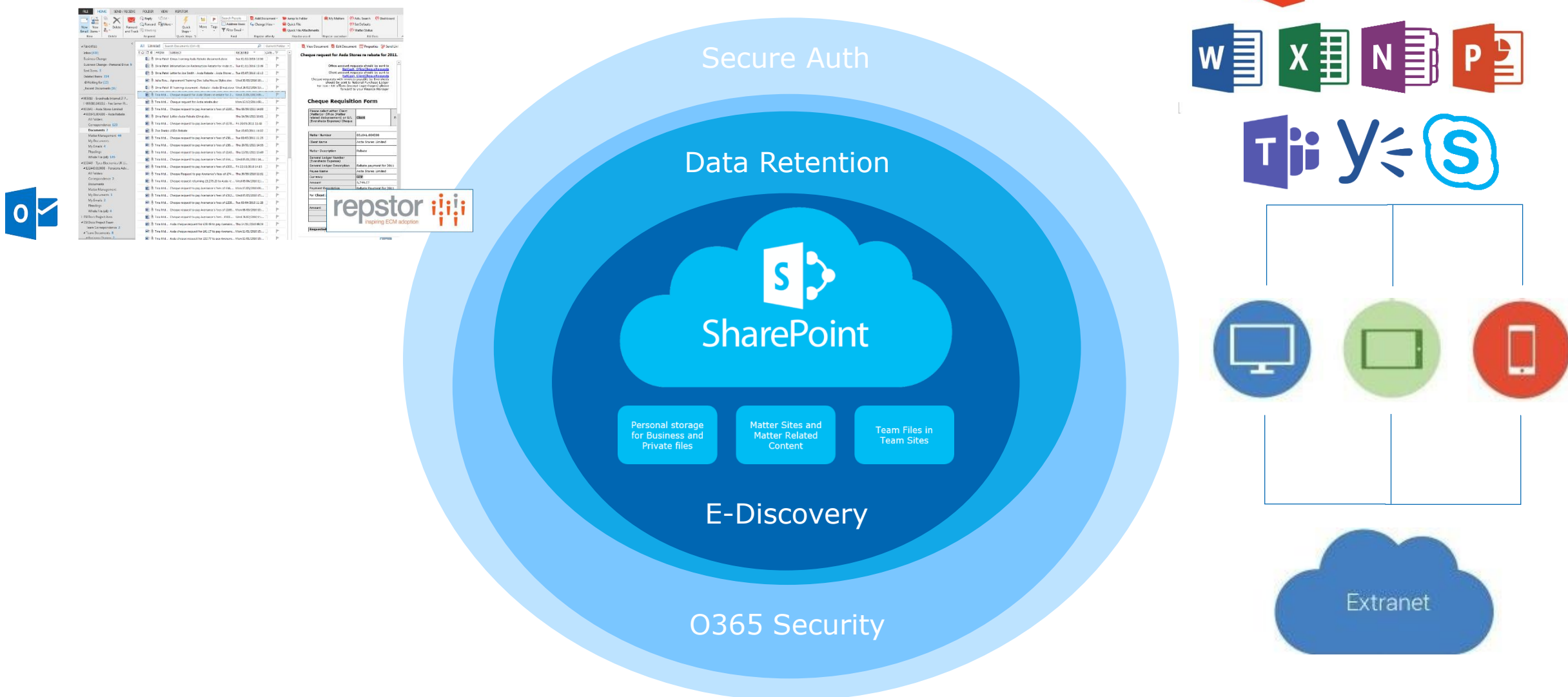
Collaboration in the Cloud with Office 365



Collaboration in the Cloud with Office 365



Collaboration in the Cloud with Office 365



THE PERIODIC TABLE OF Office 365

App availability depends on license type

Provided services include: Office 365 Groups • Enterprise Search • Office Graph • MyAnalytics • Security & Compliance • Plus More



A close-up photograph of a person's hand, wearing a light blue striped shirt, pointing at a tablet. The tablet screen displays a complex dashboard with multiple data visualizations. At the top, there is a large bar chart with blue bars and a red line graph overlaid. Below this, there are several smaller charts, including a 3D pie chart and another bar chart. The background is a bright, out-of-focus office environment.

Live client insights and data to help lawyers make better decisions

Collaboration in the Cloud with Office 365



In summary

- Improved efficiency with automated processes and integrated solutions reducing time spent on manual tasks
- Freedom to work wherever, whenever using a variety of devices to suit the need
- A scalable platform with simple, well designed tools to get technology out of the way of doing business
- Designed with the user in mind, ensuring they can be more efficient and drive growth within our business
- All while adhering to the latest data and security regulations, fully protecting our information





James Grice

Business Relationship Manager

eversheds-sutherland.com

This information pack is intended as a guide only. Whilst the information it contains is believed to be correct, it is not a substitute for appropriate legal advice. Eversheds Sutherland (International) LLP can take no responsibility for actions taken based on the information contained in this pack.

© Eversheds Sutherland 2018. All rights reserved.