

How to set Outlook 2013 and later to prompt automatically to save emails to Time Matters and show Contact and Matter information in Outlook for saved emails

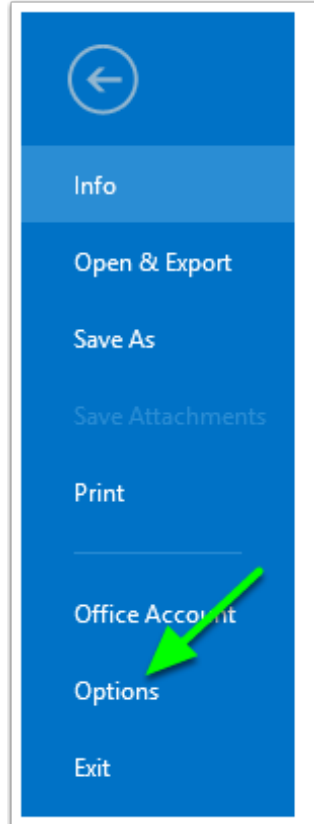
Go to the Time Matters Options in Outlook

In Outlook, click on **File**



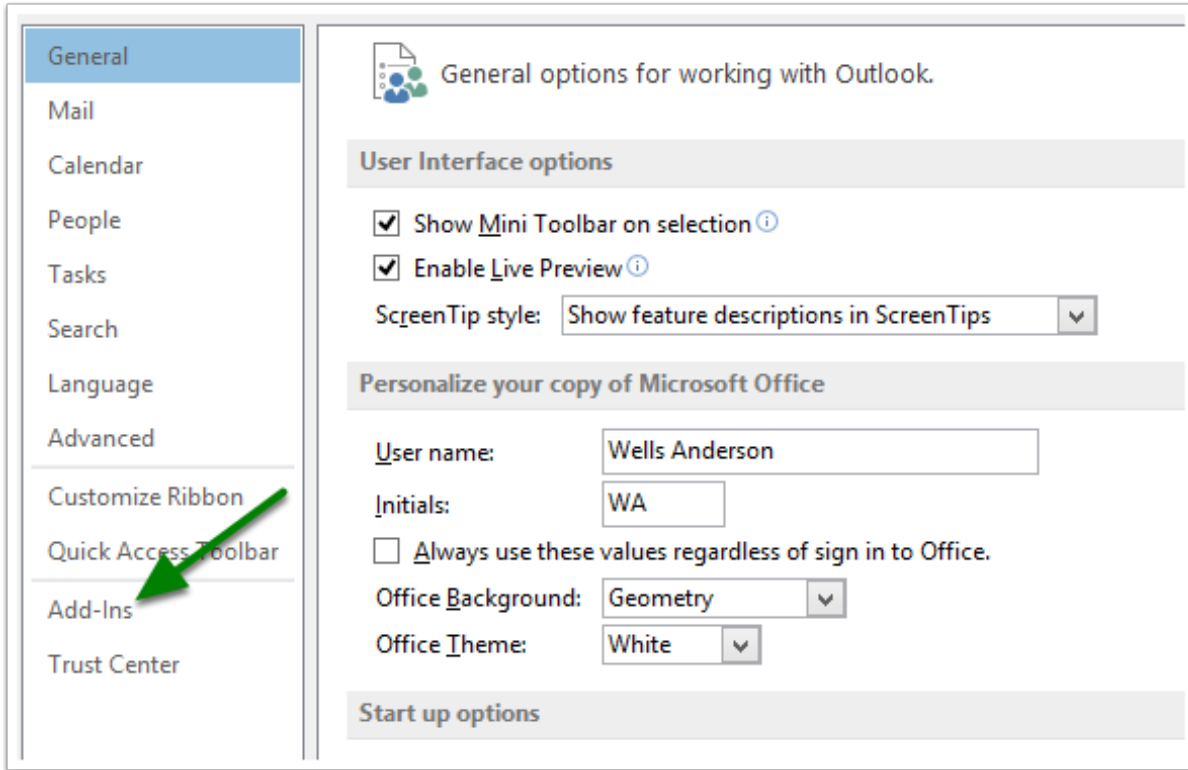
Click on Options

Click on **Options**



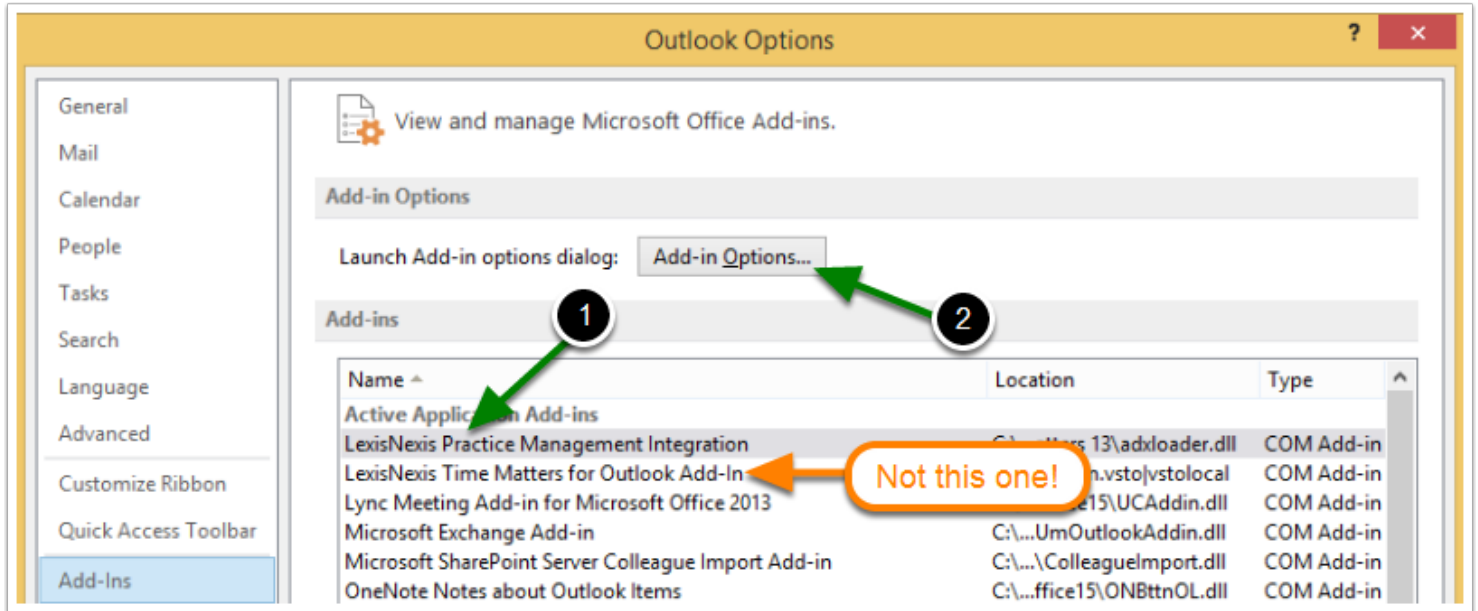
Click on Add-Ins

Click on **Add-Ins**



Outlook Options

1. Click on **LexisNexis Practice Management Integration**
2. Click on **Add-in Options...**



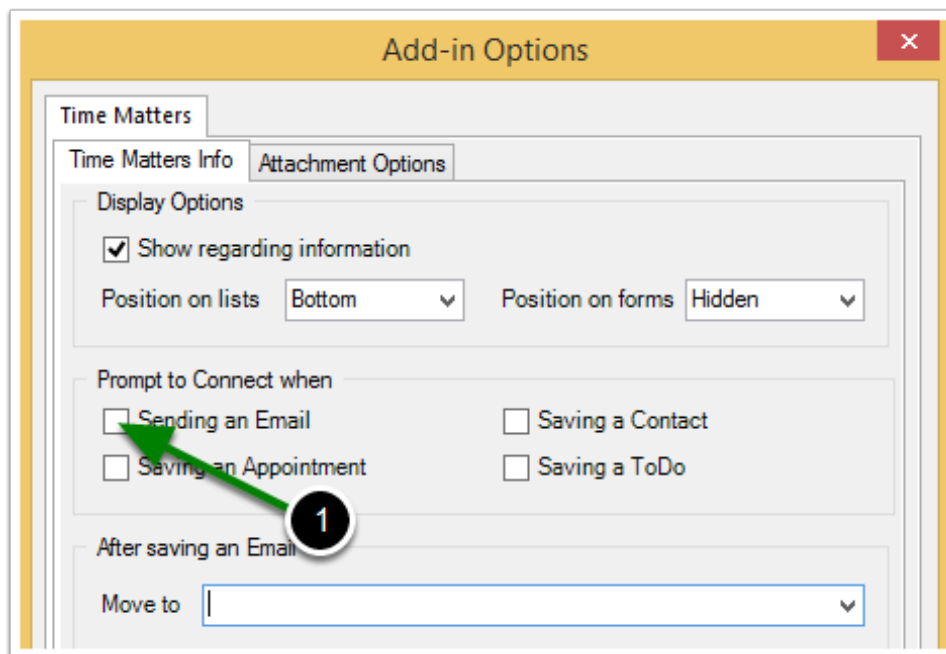
Add-In Options - Automatically prompt to save Sent emails

Display a panel at the bottom of Outlook that shows if the highlighted e-mail is connected to a Matter and Client in Time Matters.

1. Uncheck: **Sending an Email**

Checkbox Options

The checkboxes set Outlook to pop up a Time Matters Email form automatically. Fill in the Email form to save the Email into Time Matters.



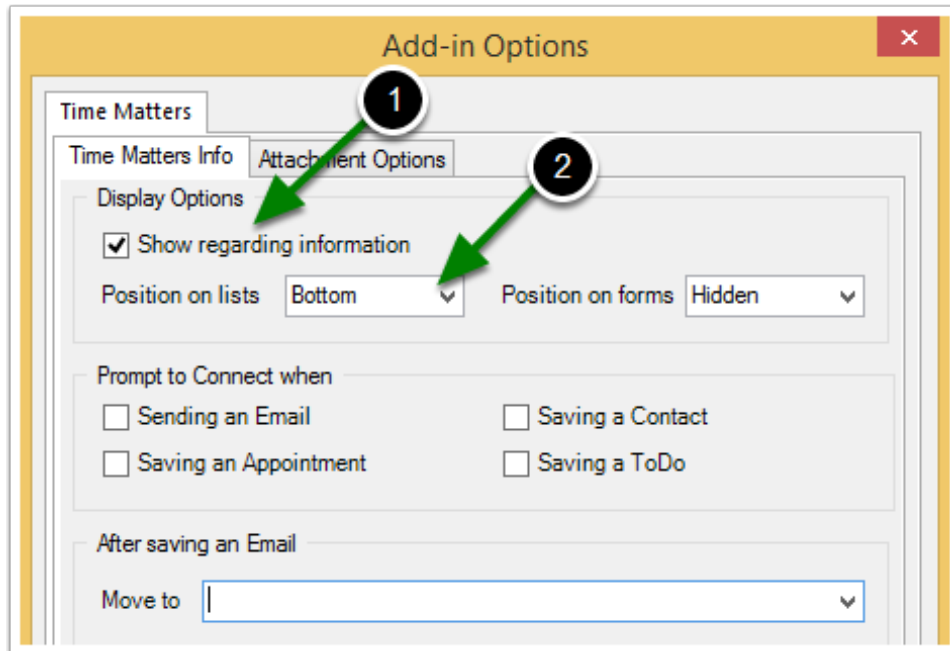
Add-In Options - Show Contact and Matter names on emails in Outlook

Display a panel at the bottom of Outlook that shows if the highlighted e-mail is connected to a Matter and Client in Time Matters.

1. Click: **Show regarding information**
2. Select: **Bottom**
3. Click **OK**

Checkbox Options

The checkboxes set Outlook to pop up a Time Matters Email form automatically. Fill in the Email form to save the Email into Time Matters.



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