

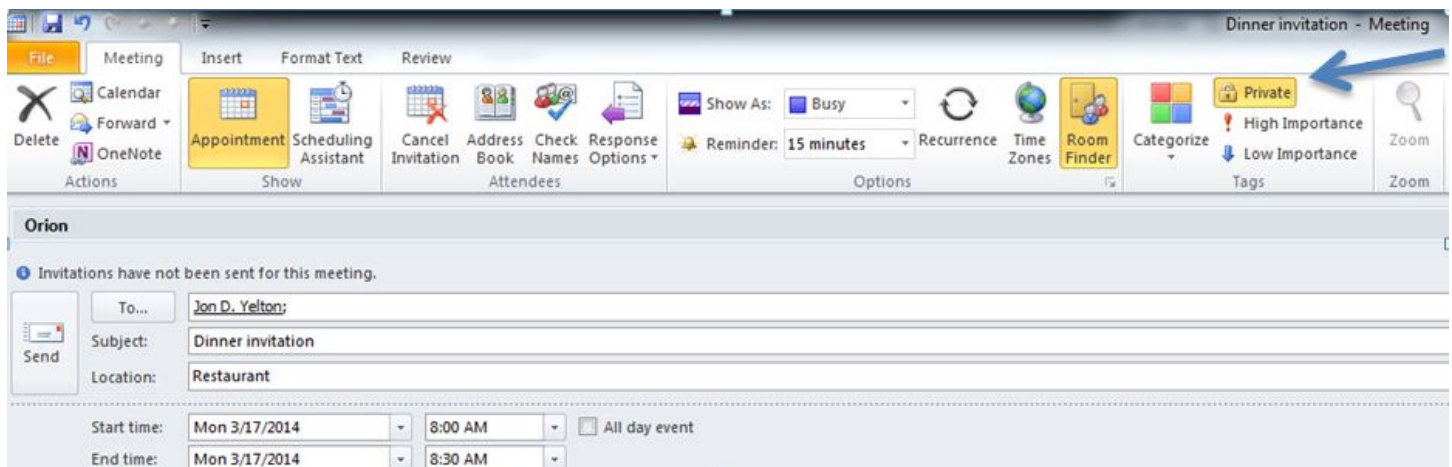


How Do I Keep Personal Appointments from Syncing with Orion's Calendar Manager?

Orion's Exchange Sync software enables real-time synchronization of contacts, tasks (to-do's) and calendar items (appointments) between Orion's Practice Management System and Microsoft Outlook via direct access to Microsoft Exchange. This integration improves productivity by allowing users to view and edit information from a user's smartphone or tablet. No longer will attorneys be restricted to their offices. With this being said, we understand that sometimes you may want to keep your personal appointments private and separate from Orion. You can easily do this, we show you how below.

(Note: Most firms by default are set-up to NOT sync appointments marked as private.)

When you create an appointment you can click the "Private" button to ensure that this information doesn't sync. If you are applying this to an appointment initiated by someone else, the sender can also click this button before sending to ensure that the event is kept private once you accept.



The second way to do is to mark it private yourself once you have received the appointment. Since appointments are set to sync every three minutes this method can be less reliable so we recommend checking Orion's calendar manager to make sure your even does not appear there.

Further Questions? Have a Support Tip idea? Let us know, at support@orionlaw.com