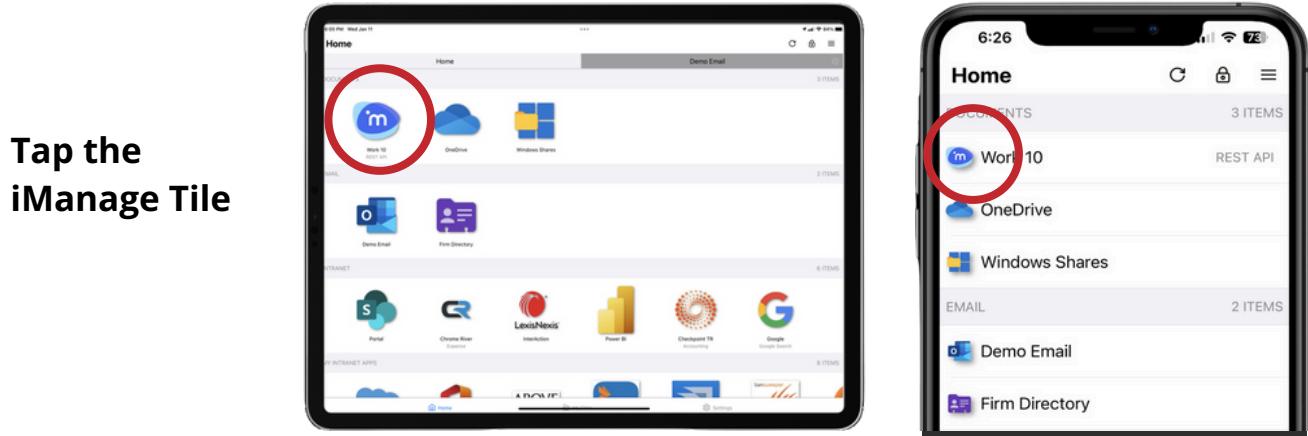


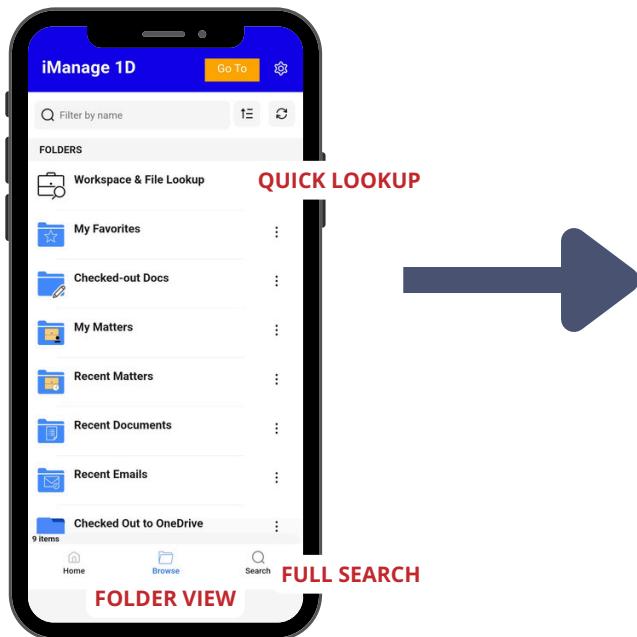
LINK App Quick Start Guide

Workflows with iManage and Email

Access iManage DMS



Tap the
iManage Tile



QUICK LOOKUP

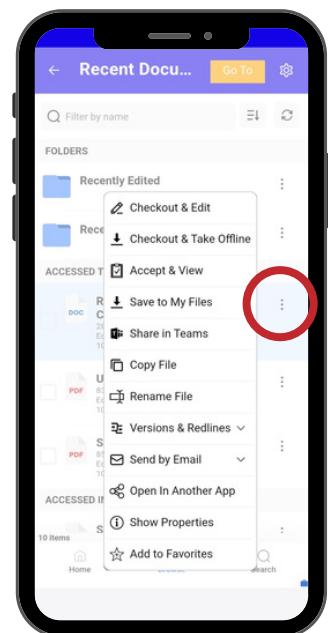
FULL SEARCH

Tap Ellipsis for File Action Menu,
including:

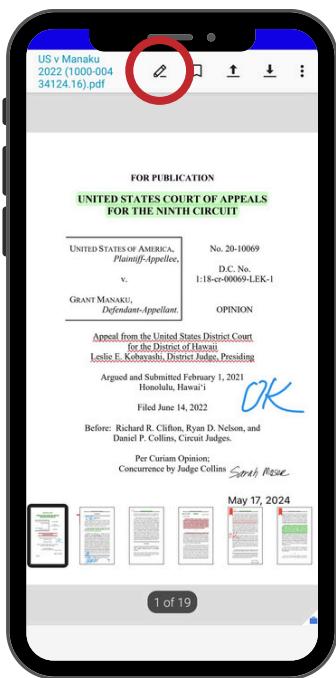
- Checkout & Edit
- Accept Redlines & View Clean
- Save to My Files in LINK
- Versions & Redlines: Compare Versions
- Send by Email: Email Copy, Link, or PDF
- Show Properties

Navigate & Search DMS

- Tap folders to navigate
- Quick Lookup:
 - Search for Client Workspace or Doc ID
- Full Search:
 - Search Glass icon



Annotate



Learn More: [Watch a Video on Annotation](#)

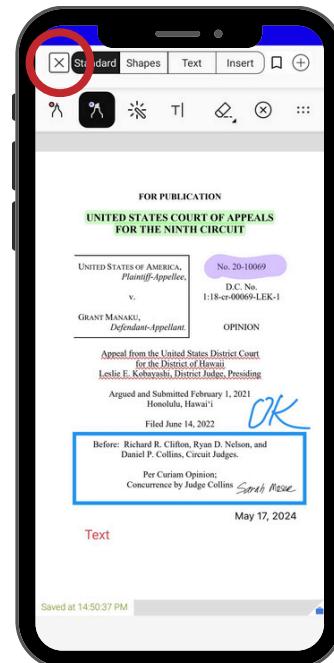
From an Open File, Tap Pencil Icon

- For a PDF, Annotation menu will appear as below
- For a Word file, select Edit or Annotate

Note: Editing is not enabled at all firms.

Annotate the File

- Use the Annotation menu to highlight, underline, add text, write free-hand, sign, and more
- After annotations are complete, tap the "X" in the upper left to display the action menu below.



Annotation Action Menu

Select:

1. Upload to iManage (check-in)
2. Send as email attachment
3. Save to My Files in LINK
4. Discard annotations

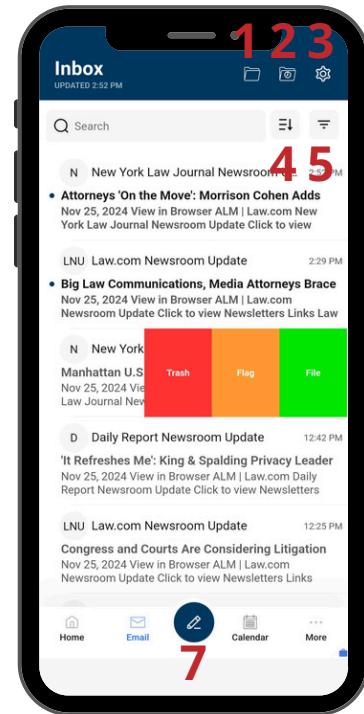
Email

Inbox Actions

1. Go to Outlook folders
2. Filing History
3. Settings (gear): Set Swipe Menus, Inbox Preview, Font Size, more
4. Sort
5. Filter
6. Swipe Menus: Configure in Settings (gear)
7. Compose Email: Pencil

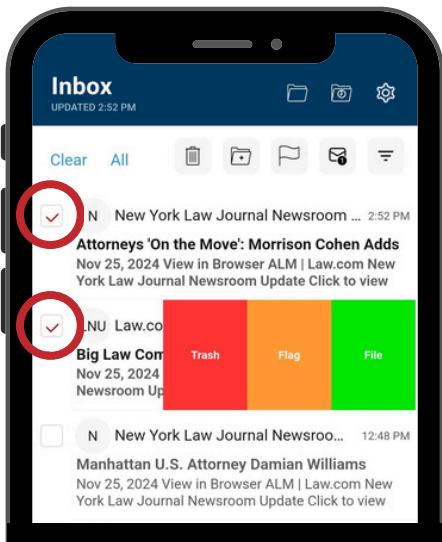


Learn More: Read a Quick Tip on Email Settings



6

7



Multi-Select: File, Flag, Delete

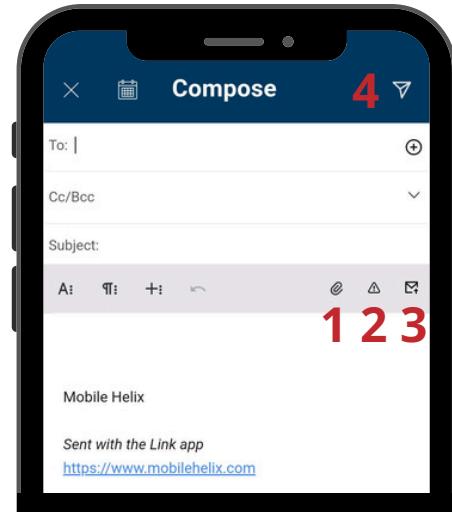
- Tap multiple “radio buttons”
- Swipe, then tap File or other
- Set swipe options in Settings (gear)



Learn More: Watch a Video on Filing Email

Compose Email & Send

1. Paperclip: Attach files or photos
2. Mark Urgent
3. Turn on Send-and-File
4. Tap Paper Airplane to Send



Learn More: Watch a Video on Composing an Email