Practice File 3 - Outlook: folders, rule, calendar entry, signature, out-of-office

Whitcombe Ashby Family Law LLP (fictional) - prepared for Nkiruka Esther Onyiri

1. Two client folders

Where	Folder name	What goes in it
Inbox > new folder	Kalu v Kalu - WA-2026-002	All email with Mrs Kalu, Hartley Drummond LLP, the valuer and the pension provider about the financial remedy
Inbox > new folder	Palmer v Palmer - WA-2026-004	All email with Mr Palmer, Stanton Lowe LLP and the mediator about the consent order

Naming rule: surname first, then matter number, so folders sort together and match the matter in Clio.

2. The automatic filing rules

Setting	Rule 1 - Kalu	Rule 2 - Palmer
Rule name	File Kalu v Kalu email	File Palmer v Palmer email
Condition (either)	From chiamaka.kalu@mail.example, or subject contains 'Kalu v Kalu' or 'WA-2026-002'	From andre.palmer@mail.example or ravi.shah@stantonlowe.example, or subject contains 'Palmer v Palmer' or 'WA-2026-004'
Action	Move to 'Kalu v Kalu - WA-2026-002'	Move to 'Palmer v Palmer - WA-2026-004'
Exception	Messages marked High importance stay in the Inbox	Same
Test	Send yourself an email with subject 'Kalu v Kalu test'	Send yourself 'Palmer v Palmer test'

Outlook: Home > Rules > Manage Rules & Alerts > New Rule (names vary by version). Run each rule once on existing mail to test.

3. Hearing on the calendar, with reminders

Field	Entry
Subject	First Appointment - ZZ26D00456 - Kalu v Kalu - 10:00 - Central Family Court
Date and time	Friday 8 January 2027, 10:00 to 12:00 UK time (GMT)
Reminders	1 day before AND 1 hour before (the .ics file contains both)
Attendees	Helena Whitcombe (required); Nkiruka Onyiri; counsel via Eleanor Quinn (to be confirmed)
Notes	Form E exchange due 04/12/2026 (verify). Bundle to counsel's clerk 06/01/2027. Matter in Clio: WA-2026-002.
Category / colour	Hearings = red

Also diarise: Final mediation - Palmer v Palmer - Friday 6 November 2026, 14:00 (moved from Wednesday 4 November 10:00 because Helena is in court on Wednesday mornings).

4. Signature

Nkiruka Esther Onyiri
Virtual Legal Assistant | Whitcombe Ashby Family Law LLP
Supervised by Helena Whitcombe, Managing Partner
Tel: 020 7946 0100 | family@whitcombeashby.example
First Floor, Ashby House, Rye Lane, London SE15 0ZZ
I am an assistant and cannot give legal advice. Questions about your case will be passed to Helena Whitcombe.
This email is confidential. If it has reached you by mistake, please tell us and delete it.

5. Out-of-office reply (sample leave: Monday 23 to Friday 27 November 2026)

Subject: Out of office - 23 to 27 November 2026

Thank you for your email. I am out of the office from Monday 23 November until Friday 27 November 2026 and will reply when I return on Monday 30 November. I work UK hours.

If your matter is urgent, please call the office on 020 7946 0100 and ask for Helena Whitcombe or Grace Mbeki, the office manager. This mailbox is not checked for urgent matters while I am away.

If you are in immediate danger, please call 999.

Nkiruka Esther Onyiri | Virtual Legal Assistant | Whitcombe Ashby Family Law LLP

6. Screenshots to keep

- The two folders in the folder pane
- Each rule's settings screen, and each test email in the right folder
- The hearing in the calendar showing both reminders
- The signature in a new email, and the out-of-office screen