

Clio Support Index

Matters

Matters 101 (Video)

<https://support.goclio.com/hc/en-us/articles/203337140-Matters-101-Video>

This Video Covers:

- Viewing Matters
- Sorting/Searching Matters
- Overview of tabs and information within a Matter
- Creating a Matter

Contacts

Contacts 101 (Video)

<https://support.goclio.com/hc/en-us/articles/203143454-Contacts-101-Video>

This Video Covers:

- Viewing/Sorting Contacts
- Review of sub-tabs within a Contact card
- Creating a new Contact
- Modifying and Deleting Contacts
- Relationship between Companies and Employees

Calendars

Calendar 101 (Video)

<https://support.goclio.com/hc/en-us/articles/203252244-Calendar-101-Video>

This Video Covers:

- Add Events
- Share your Calendars with other members of your firm
- Setting your default view
- Creating a New Calendar

What are calendar feeds and how do I use them? (Article)

<https://support.goclio.com/hc/en-us/articles/203252224-What-are-Calendar-Feeds-and-how-do-I-use-them->

Syncing your Google and Clio Calendar with Clio Sync for Google (Video)

<https://support.goclio.com/hc/en-us/articles/203433150-Syncing-your-Google-and-Clio-Calendar-with-Clio-Sync-for-Google>

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Communications

Communications 101 (Video)

<https://support.goclio.com/hc/en-us/articles/203141824-Communications-101-Video>

This Video Covers:

- Managing E-Mails and Phone Calls
- Secure Messages
- Archiving Emails

How do I send an email directly to Clio? (Article)

<https://support.goclio.com/hc/en-us/articles/203141774-How-do-I-send-an-email-to-Clio->

Documents

The New Clio Documents (Article & Video)

<https://support.goclio.com/hc/en-us/articles/203394484-The-New-Clio-Documents>

Tasks

How do I create and assign tasks? (Article)

<https://support.goclio.com/hc/en-us/articles/202981944-How-do-I-create-and-assign-Tasks->

How do I edit and delete a task? (Article)

<https://support.goclio.com/hc/en-us/articles/203084354-How-do-I-edit-or-delete-a-Task->

How do I set up a task feed? (Article)

<https://support.goclio.com/hc/en-us/articles/203322580-How-do-I-set-up-a-Task-Feed->

Timekeeping

How do I create a time entry in Clio? (Article)

<https://support.goclio.com/hc/en-us/articles/203141994-How-do-I-create-a-Time-Entry->

Using Timers in Clio (Article)

<https://support.goclio.com/hc/en-us/articles/203433530-Using-Timers-in-Clio>

iPhone App: Timekeeping (Article)

<https://support.goclio.com/hc/en-us/articles/203128274-iPhone-App-Timekeeping>

Android App: Timekeeping (Article)

<https://support.goclio.com/hc/en-us/articles/203260004-Android-App-Timekeeping>