



*Learn how to get  
the most out of  
Microsoft Outlook!*



# Microsoft Outlook for Lawyers

*with Craig Brody*

**Thursday, March 28, 2019**

**Live webinar with chat  
includes 60 day replay\***

9:00 am – 10:30 am (Pacific)

10:00 am – 11:30 am (Mountain)

11:00 am – 12:30 pm (Central)

12:00 pm – 1:30 pm (Eastern)

1:00 pm – 2:30 pm (Atlantic)

*\*This program features real-time audio of the presenter with synchronized presentation slides, and a chat feature that allows for live Q & A. SK attendees please verify whether you align with Central (MB) or Mountain (AB) time based on season and location.*

## WHO SHOULD ATTEND

This program will benefit lawyers and other legal professionals who want to learn how to better use Microsoft Outlook to get things done, and focus on the items that need your attention now.

## ABOUT THE PROGRAM

Microsoft Outlook is probably the second most important tool for lawyers after Microsoft Word. Most of us rely on it to process our emails, manage our contacts, organize our schedules, set up our meetings, and handle our to-do list. But without a little expert guidance, this powerful information manager can easily distract and overwhelm even the most organized practitioner. Attend this convenient, 90 minute webinar with legal technology trainer Craig Brody and learn how to make better use of Outlook's numerous and often overlooked functions in four key areas - Mail, Calendar, Contacts, and Tasks. Using simple, easy to understand on-screen examples, Craig will show you how to:

- Clean up and organize messages
- Search and filter emails for quick access
- Categorize items
- Automate incoming messages
- Flag messages for follow up
- Manage tasks
- Add and edit appointments and meetings
- Create contact items; Use contacts for email
- Insert AutoText and QuickSteps

Don't miss this opportunity to learn helpful Outlook tips and tricks that you can start using right now to make your life easier! This webinar assumes basic familiarity with Microsoft Outlook. Commands taught will apply to the most recent version of Outlook. Registrants will receive a quick reference guide with practice exercises as part of the course materials.

## SCHEDULE (Eastern)

**12:00 pm - 1:30 pm**

**Welcome and Introduction**

**Maintaining an efficient inbox**

**Managing your schedule with calendaring**

**Managing your contacts**

**Handling to-do items/tasks**

**Customizing and automating Outlook**

**Running miscellaneous commands**

**Wrap-up and Program Evaluation**

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## MEET YOUR PRESENTER



**Craig Brody** is a technology trainer with over 20 years teaching basic and advanced Microsoft Office commands. He has trained thousands of lawyers and other professionals on how to effectively use Word, Excel, and Outlook to improve work productivity and efficiency. He is a frequent presenter for bar associations and CLE providers, and leads training workshops at The Wharton Business School and the University of Pennsylvania Law School. In addition, he publishes his own training materials and provides software consulting services to law firms and other organizations.

## PRAISE FOR CRAIG BRODY

- “*Craig Brody was terrific – wish it was longer.*”
- “*Stellar course exceeded my expectations. Well-organized, easy-to-follow.*”
- “*Very good basic course. Excellent speaker.*”
- “*Craig was excellent, I can’t wait for an intermediate or advanced level class.*”
- “*Great instructor. Hands-on, technical courses like this are so helpful. More please!*”
- “*5 out of 5! Speaker and materials were excellent.*”
- “*Very relevant and practical. Liked the exercises.*”



**ON:** This program contains 1.5 Professionalism hours.

**BC:** This program has been approved for 1.5 CPD hours.

**SK:** CPD application is pending.

**NB:** CPD application is pending.

Lawyers in other mandatory CPD jurisdictions may count their attendance towards their CPD requirement/plan. Seminar Partners is an Accredited Provider of Professionalism Content by the Law Society of Ontario and a pre-approved CPD Provider of the Law Society of British Columbia.

✓ **Yes, I want to attend Microsoft Outlook for Lawyers with Craig Brody**

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\* Materials will be distributed electronically in advance. Live webinars feature real-time audio of the presenter with synchronized presentation slides, and a chat feature that allows for live questions and verbal responses by the presenter. The recording of the webinar is available for 60 days.

### REGISTRATION FEE:

**On or before March 1, 2019: \$140.00 + \$18.20 (13%) HST\* = \$158.20 - Save \$25.00!**

**After March 1, 2019: \$165.00 + \$21.45 (13%) HST\* = \$186.45**

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