

Microsoft® Outlook for Legal Users &



Time, Task, Email, and Document Management



See inside for dates and locations!

Technology – Is it serving you?

Discover how to take control of your inbox, improve client communication, and become more productive with less paper.

Your lifelong partner in continuing legal excellence



Legal Education
Society of Alberta

LOCATIONS & DATES

Microsoft® Outlook for Legal Users

EDMONTON - Oct. 6, 2015

Sutton Place Hotel
10235 101 Street NW

CALGARY - Oct. 7, 2015

Glenmore Inn
2720 Glenmore Trail SE
.....

9:00 AM - 12:00 PM

Time, Task, Email, and Document Management

EDMONTON - Oct. 6, 2015

Sutton Place Hotel
10235 101 Street NW

CALGARY - Oct. 7, 2015

Glenmore Inn
2720 Glenmore Trail SE
.....

1:00 PM - 4:00 PM



INSTRUCTOR

Paul J. Unger

Affinity Consulting Group
Columbus, Ohio

Paul Unger is a national speaker, writer, and thought-leader in the legal technology industry. He is the former chair of the ABA Legal Technology Resource Center (2013) and the ABA TECHSHOW (2011). He is a member of the American Bar Association and several Ohio-based bar associations and associations for justice.

Paul specializes in trial preparation and litigation technology, document and case management software, paperless office strategies, and legal-specific software training. He is also a frequent lecturer for CLE programs, author of *PowerPoint for Legal Professionals* and *Worldox for Legal Professionals*, and coauthor of *Adobe Acrobat for Law Firms* and *Microsoft Word for Legal Professionals* – all resources designed to maximize the use of legal-specific features.

Microsoft® Outlook for Legal Users & Time, Task, Email, and Document Management

blog.lesaonline.org

Microsoft® Outlook for Legal Users (Seminar Code: 31964)

LEARNING LEVEL | FUNDAMENTAL

Gain tips and tricks for getting the most out of various Outlook applications:

- **Calendar** – Discover options for configuring your view, setting private appointments, using the integrated task pane, sending meeting requests, and more.
- **Contacts** – Learn to create, search, integrate, and share contacts.
- **Mail** – Discuss how to fix the default settings, setup email signatures, use conversation/threading tools, and automatically organize your inbox with rules and alerts.
- **Tasks** – Review how to integrate tasks with mail and customize their view.

This program is targeted to practitioners and support staff seeking to develop fundamental Microsoft® Outlook skills.

Time, Task, Email, and Document Management (Seminar Code: 31965)

LEARNING LEVEL | INTERMEDIATE

Is your inbox out of control? Are you constantly interrupted by your technology? Do you lose time looking for lost documents and email? Learn how technology can help you to manage your daily tasks, improve client communication, and achieve your professional goals.

- Acquire tools and techniques to effectively manage distractions.
- Review management methodologies, including tips for daily execution and weekly review.

Enhance your time management and technology skills to regain control of your law practice and your life. Using Outlook and your mobile device, discover the pathway to a productive, more paperless law practice.

This program helps practitioners and support staff with previous Microsoft® Outlook experience to develop intermediate level time management and technology skills.

SPECIALIZED PROGRAMS



Connect on LinkedIn | Find us on Facebook | Follow us on Twitter @lesaonline

Microsoft® Outlook for Legal Users & Time, Task, Email, and Document Management

ONLINE REGISTRATION

Immediately reserve your spot in this program. Register online!

- 1 Visit **LESA.org**
- 2 Enter the seminar code (see inside the brochure) into the “Search our catalogue” field.
- 3 Add to your cart, complete your purchase, and mark your calendar!

MORE REGISTRATION OPTIONS

MAIL: 2610, 10104 - 103 Avenue,
Edmonton, Alberta T5J 0H8

EMAIL: lesa@lesa.org

PHONE: 780.420.1987

TOLL FREE IN AB: 1.800.282.3900

FAX: 780.425.0885

Microsoft® Outlook for Legal Users (9:00 AM - 12:00 PM)

- ☐ **EDMONTON** October 6, 2015
- ☐ **CALGARY** October 7, 2015
- ☐ **EARLY BIRD:** On or before September 1, 2015 \$245 + GST
- ☐ **REGULAR:** \$275 + GST
- ☐ I am unable to attend this seminar, but please email me when the materials are available.

CHECK
ALL THAT
APPLY

Time, Task, Email, and Document Management (1:00 PM - 4:00 PM)

- ☐ **EDMONTON** October 6, 2015
- ☐ **CALGARY** October 7, 2015
- ☐ **EARLY BIRD:** On or before September 1, 2015 \$245 + GST
- ☐ **REGULAR:** \$275 + GST
- ☐ I am unable to attend this seminar, but please email me when the materials are available.

NAME/NAME FOR TAG:

FIRM:

EMAIL/PHONE NUMBER:

DIETARY RESTRICTIONS/SPECIAL NEEDS:

☐ VISA

☐ MASTERCARD

☐ CHEQUE

CARD NUMBER:

EXPIRY DATE:

TOTAL ENCLOSED:

(Please make cheques payable to the Legal Education Society of Alberta)

CANCELLATIONS: Registration fees, less a \$50.00 administration fee, will be refunded for cancellations received in writing at least 3 full business days prior to the seminar. Refunds cannot be given after that date; however, seminar materials, if any, will be forwarded. Registrant substitution is permitted at all times.