LPI

Educating California's Legal Support Professionals

Outlook

Tips & Tricks

OCTOBER TECHNOLOGY TRAINING

Presented By:

June Hunter

October 25, 2022
12:00-1:00 PM

LPI Member	Non-LPI member
$25	**$45**

Join us as we discover and uncover tips and tricks in Outlook. This training will include:

- Quick Parts
- Signature Blocks
- Calendar Drops
- Setting up Rules
- Follow - ups
- Out of Office
- and much more!

Learn to minimize your time spent in Outlook with simple steps to achieve more efficiency!

Online Registration and Payment (via check or credit card) Available at: https://www.legalprofessionalsinc.org/events

No cancellations or refunds are provided after the webinar; however, should a cancellation occur at least 48 hours before the live webinar, LPI will issue a full refund.

For further information or group registrations email: training@legalprofessionalsinc.org

About the Trainer

June Hunter has worked for many mid and large-sized law firms with her experience beginning in 1990. June has worked in many different capacities during her career which has included legal secretary, Firm Wide Trainer/IT Help Desk, Litigation Support, and Paralegal. June's experience has required her to perform on multiple levels including as an eDiscovery analyst, technological trainer, as well as providing customer support through manning of the IT helpdesk and in the litigation support role during trial. June is currently a Technical Enablement Sr. Specialist at DISCO. June is an adjunct teacher at UC San Diego Extension in their ABA-approved Paralegal Studies program teaching Computer Essentials for the Legal Professional. June volunteers her time to the education of other legal professions including teaching computer classes through the San Diego Legal Secretaries Association.

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