

# Outlook Tips & Tricks



Tips &  
Tricks

Presented By:  
June Hunter

April 30, 2024

12:00 p.m. -1:00 p.m.

LPI Member

\$25

Non-LPI Member

\$55

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!



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

## About the Trainer

June Hunter is a Technical Enablement Sr. Specialist at DISCO and teaches computer essentials at UC San Diego Extension in their ABA-approved Paralegal Studies program.

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](mailto:training@legalprofessionalsinc.org)

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