



MARCH TECHNOLOGY TRAINING

Presented By:

Legal Support Solutions

Outlook

Get Control of Your Inbox!

Join us as we learn time saving tips for getting control of your Outlook Inbox!

Move, flag and respond to email messages automatically with Rules and Quick Steps, make important messages stand out by color coding with Conditional Formatting; arrange and view your messages into threads in chronological order with Conversations, use Cleanup to do some email spring cleaning...and more!

**Choose The Date That
Works For You
Mar. 2 or Mar. 17
12:00-1:00 PM**

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

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. This class will not be recorded.

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

About the Trainer



Marni Beach offers a unique combination of over 25 years of civil litigation legal secretary experience and advanced computer support and technology training skills.

No matter the topic, Marni always delivers upbeat, user friendly training, easily adapting to both attorney and support staff environments of any size and level of experience.

With a professional yet relaxed teaching style, a sincere love to teach, a vast knowledge-base and sense of humor, your training sessions with Marni are guaranteed to be both educational and enjoyable.

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