



INDEPENDENCE CHAPTER
Association of Legal Administrators

DATE: **October 27, 2021**

LOCATION: **Virtual (Details to follow)**
Details will be emailed to all registrants prior to the meeting.

PROGRAM TIME: **12:00 Noon – 1:30 PM**
(Please log in by 11:55 AM)

COST: **Free to our Members!**

Microsoft Outlook – Advanced Features
Presented by Kimberly Ennis of PC Communications

Microsoft Outlook is the world’s most famous application for reading email, managing calendars and connecting with people. It provides an integrated solution for managing your time and information. Most of us know and utilize the basics of Outlook, but there is so much more to Outlook. Kimberly Ennis returns in October to show us how to make the best use of Outlook. She will teach us how to color code messages, use flags as reminders, create rules, search folders, create meetings from emails, create distribution lists and more. If you are currently using Microsoft Outlook, you don’t want to miss this one!

Learning Objectives:

- To learn how to effectively use Microsoft Outlook by utilizing features that are often overlooked.
- To learn how to create searches within the Inbox as well as folders.
- To learn how to create rules to move messages with certain subjects, specific individuals and other attributes of the message to different locations or to behave in a specific manner.
- To learn how to create distribution lists for common email listings.
- To learn how to create meetings from specific emails.

Kimberly Ennis is the President of PC Communications 1 LLC, specializing exclusively in the area of law firm application training and consulting with experience in Microsoft Office applications and other legal specific applications. She has worked in the computer training industry for over 40 years and has developed a solid curriculum, a unique set of best practices and a diverse and thorough library of quick reference guides and training resource materials. Kim’s special knowledge of law firms and her personalized and unique training styles are key ingredients of a firm’s successful application or network roll-out strategy.

This course is eligible for 1.5 credit hours in the following areas:

- CLM App: Information Technology
- CLM Functional Area: Operations Management
- Not eligible for recertification

Our sponsor for this event is:



Contact: Doug Carson
 Local Customer Rep.
 Legal IT Services
Email: dcarson@allcovered.com

Contact: Ryan Conlan
 National Practice Director
 Legal IT Services
Email: rconlan@allcovered.com
Phone: (785) 423-0408

~GUESTS ARE WELCOME~

Please RSVP on or before **October 23, 2021** at our website: [Click HERE to register](#). Registrants will receive Zoom information on October 26th by close of business. If you have questions, please contact Joanne DiFrancesco (JDiFrancesco@highswartz.com or 610-275-0700) Brenda Pennington (Brenda.Pennington@jmusa.com or 610-971-3088) or Susan Ondeck (Sondeck@UTBF.com or 610-692-1371).

In support of “green” initiatives, this invitation will not be sent by U.S. mail.