

Microsoft Outlook for the Legal Professional

If there is anything I fear, it is a lawyer without email. Seldom have I felt the wrath of a legal professional more than when email is interrupted, either in sending it or using yet another version or program that takes them out of their comfort zone. At firms where I have been CIO, the phone system had at least one redundancy. Email had 5.

Email changed the face of the legal profession forever, and not all for the better in some eyes. Those who feared for the loss of the written language may not rest comfortably in the way it has metamorphosed, and there are many who do not “LOL.” More devastating to the legal profession was the fact that it transformed how legal work product was delivered. In many ways e-mail is the reason you had to give up Word Perfect and the slow-but-steady pace of a carefully crafted and edited stack of papers.

Once email was in place and attachments were possible, the clients started demanding the “e-product,” and not the precious paper that gave the legal professional the absolute control over the work product.

But I wax philosophical.....

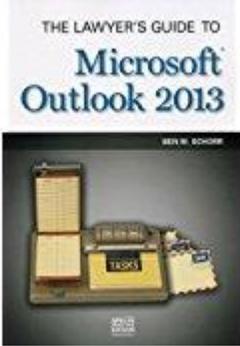
Microsoft Outlook, despite the G-Mail naysayers, can be an amazing cross-reference product that builds quite a data control force in the small or large practice if implemented properly. Within the web of crosslinks between email, contacts, appointments and tasks lies a wealth of not only information caught but mistakes managed. Properly organized, either with or without Microsoft Exchange behind it, Outlook is the de-duplicating, mailing list generating, docket producing, conflict mini-management in your hands. Linking it with other products makes it a production powerhouse propelling your practice.

Please join me to learn:

- Microsoft Office – Don’t BUY It, CONSUME IT – The Miracle of Office 365
- Outlook Screen Configuration and Frustration
- Search No More – Behold The People Pane
- Conversationally Speaking – The Gmail Way of Organization Now Yours
- Signatures and Out-Of-Office
- Automated Contact Creation
- Organization and Grouping
- Capture The Flag
- Taking Outlook to Task
- Assigning The Blame

- Voting for Your Preferences (And Collecting the Polling Results)
- The Duty of Preservation
- The Holiday Exchange
- Export Without the Tariff
- Who's Got Your Whole World in their Hands? - Security

References You Might Consider

	<p>The Lawyer's Guide to Microsoft Outlook 2013</p> <p>Author(s): Ben M Schorr</p> <p>Sponsor(s): Law Practice Division</p> <p>Publisher(s): ABA Book Publishing</p>
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Author, lecturer and 35-year veteran of the business and technical side of the practice of law, Allan Mackenzie shares his experience as the Director of Information Technology for a Wall Street white collar litigation boutique. Recognized for his “known-nonsense to no-nonsense” approach to practice management and technology, he has acted as architect and implementer of successful strategies that have won the hearts and minds of legal and technology professionals and created holistic solutions that move firms forward whether 1 or 600 strong.

Allan is a Certified Clio®, Rocket Matters®, Zola Suite® Product Professional and has held certifications with Time Matters®, Pro Law®, and numerous others. A regular speaker and contributing author to legal and technology forums, he has lent his name to three national and international consultancies that focus on the technological efficiency of the legal profession. Allan is sought after as a design and implementation consultant by the top case management, billing and document assembly and litigation software companies around world.

Prior to joining the consultancy sphere, Allan hung his hat at the Worldwide Training division of Microsoft® and Wang Laboratories® and has trained technical support and legal professionals in the United States, England, The United Arab Emirates, Brazil, Mexico, Australia and Japan. And while he has provided Acting CIO services for large firms, he still loves to roll up his sleeves and create best practice architecture for solo/small, law schools, paralegal certification courses and not for profit organizations.

Allan is a proud member of the LawTech Partners network, and still remembers what carbon and liquid paper are.

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