



The Office Wiz

Training, Consulting and Support Services

(303) 330-0565

Theofficewiz@prodigy.net

www.theofficewiz.biz

COURSE DESCRIPTION FOR MICROSOFT® OFFICE OUTLOOK® IN THE LAW OFFICE*

Throw away your paper dayplanner and little scraps of paper with notes, reminders and addresses. Outlook has many features to help streamline your practice. Use it as your tickler system, your project manager and your dayplanner. Outlook can even help you track your work for billing purposes. This class is instructor led with lots of hands-on activities. Topics include:

- Tracking contacts, documents, emails and appointments with the journal.
- Using contacts with your word processing program.
- Organizing personal information with folders and categories.
- The calendar to track specific types of appointments, i.e. CLE credits and client/case specific, as well as using Outlook as a tickler system.
- Using tasks as your project manager with to do lists, assigning categories and routing and tracking subordinates' tasks. These features are ideal for case management.

LENGTH

One four hour session.

PREREQUISITES

You need little experience with Outlook. You should be familiar with the Outlook Navigation Pane and sending emails. You should also have a good understanding of basic Microsoft Windows, file management and personal computers.

NECESSARY SOFTWARE AND HARDWARE

For specific software and hardware requirements, refer to the Level 1 class description for your version of Outlook. Basically you need a computer running Windows and Outlook with a mouse and a keyboard.

OTHER OUTLOOK CLASSES

- Microsoft Office Outlook 2010: Transition From Outlook 2003
- Level 1
- Level 2
- Level 3

*Actual content may vary depending on the version of Microsoft Outlook.

© The Office Wiz

Course Description For
Microsoft® Office Outlook® In The Law Office
Page 2

- Calendar Tricks
- Contact Management
- Outlook's Email – Tips & Tricks
- Keep Track Of Tasks
- Keystroke Mania
- Managing Meetings
- Organizational Tricks For Busy People
- Put Your Inbox On A Diet
- A Refresher
- Tracking Client Communications – Microsoft Outlook's Journal