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## PROGRAM ANNOUNCEMENT

*The Advocacy Institute Is Pleased to Present*

### **Using Outlook to Organize & Manage High Volume Email – Part 1**

**February 27, 2024  
1:00 p.m. – 2:30 p.m.**

## **WEBINAR**

### *Program Summary*

Lawyers and staff are generally drowning in email and often feel helpless when trying to get it under control. This program will teach students how to use all of Microsoft Outlook's feature set to efficiently store and organize email (and attachments), and successfully deal with high email volume. The presenter will demonstrate how to fix Outlook's default settings for email, calendar, contacts and tasks. The presenter will also explain many amazing and useful Outlook features which most users aren't even aware of.

### *Eligibility*

This program is open to attorneys and support staff in the Department of Law and Public Safety and county prosecutors' offices.

### *Faculty*

**Barron Henley** is an attorney, legal technology consultant and a founding partner of Affinity Consulting Group, a legal technology consulting firm focused on automating and streamlining law firms and legal departments. He specializes in automating complex documents and teaches continuing legal education classes on technology, ethics and law practice management. He is a primary software trainer for Affinity and also conducts technology audits. Mr. Henley is a Fellow of the College of Law Practice Management, a Fellow of the American Bar Foundation, a member of Ohio Supreme Court Commission on Technology and the Courts, and a member of the ABA Law Practice Management and Real Property Trust and Estate Law Sections. He holds a B.S./B.A. in Marketing and Economics from the Ohio State University and a J.D. from the Ohio State University Moritz College of Law.

### *CLE Credit*

**NJ CLE Credit:** This program has been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 1.8 hours of Alternative Verifiable Learning Format (AVF) total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism.

### *Registration*

Those who are eligible to apply should use the Zoom Webinar registration link in the Program Announcement email. Students who are registered will receive a confirmation email with a link to access the program.

**Students must download Zoom before the webinar in order for the AGAI to record polling responses that are required for attendance verification and CLE credit.**

The AGAI will be unable to verify attendance or grant CLE credit to students who have not downloaded Zoom before the webinar.