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Make Life Better: Leveraging Tech

Practical Tips on Using Technology to Improve Your Practice and Your Day

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Make Life Better: Leveraging Technology

Is this you? Technology has NOT improved my work day.
I'm just trying to do more work . . .
at a faster pace . . .
and with little or no help on "how" to use it

Problem: I need a few PRACTICAL tips . . . before I . . . .



PRACTICAL TIPS

On Your Desktop	Page(s)
- Outlook Mail	1- 6
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Desktop Overview: Mail



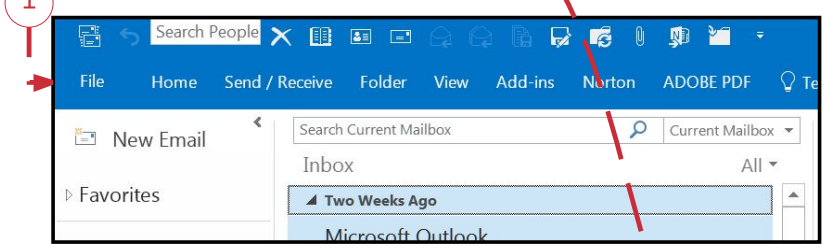
Is this you?	I use my email Mailbox as "digital" file cabinets and folders.
Problem:	Email is KILLING me. A large portion of my day is WASTED by clicking, dragging and searching emails.

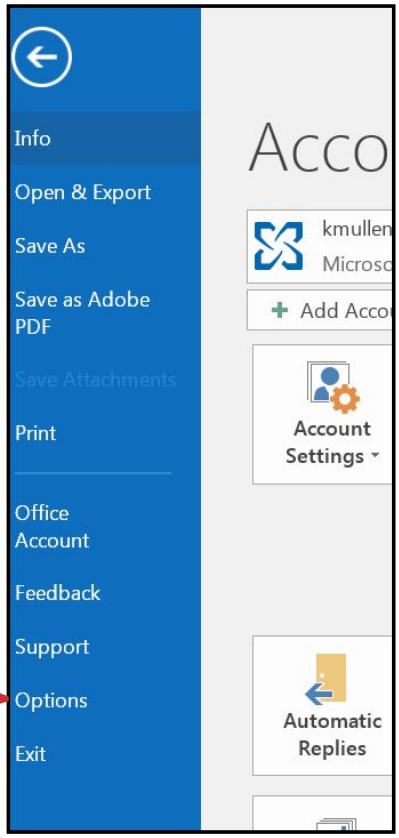
TIPS: Solutions in MAIL settings for . . .

1. Collecting your emails in each deal folder
2. Spell-check does NOT include words in ALL CAP WORDS
3. Setting up notifications of new email arrival
4. Setting up your signature AND notice of NO intent of an electronic agreement
5. What happens (to an email) after you reply to or forward the email
6. No more prompts for a Read Receipt

Step 1 In Outlook, CLICK > File

Step 2 CLICK > Options





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