

PRESENTED AT

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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

<u>On Your Desktop</u>	<u>Page(s)</u>
- 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

The screenshot shows the Outlook interface. A red dashed line with a circled '1' points to the 'File' tab in the ribbon. Another red dashed line with a circled '2' points to the 'Options' option in the ribbon. The ribbon is expanded to show the 'Options' group, which includes 'Info', 'Open & Export', 'Save As', 'Save as Adobe PDF', 'Save Attachments', 'Print', 'Office Account', 'Feedback', 'Support', 'Options', and 'Exit'. The 'Options' option is highlighted with a red arrow.

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