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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 <u>Technology</u>

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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<u>Desktop Overview:</u> <u>Mail</u>



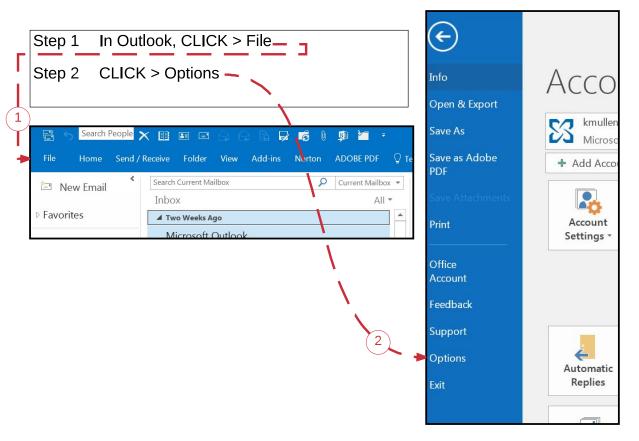
Is this you? I use my email Mailbox as "digital" file cabinets and folders.

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







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Title search: Make Life Better: Leveraging Tech

Also available as part of the eCourse 2017 William W. Gibson, Jr. Mortgage Lending eConference

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