

rocket matter

Office 365: The Ultimate Crash Course for Lawyers



You're in Good Hands!

Larry Port, CEO and Co-Founder of Rocket Matter. Co-Founder of LexCharge.

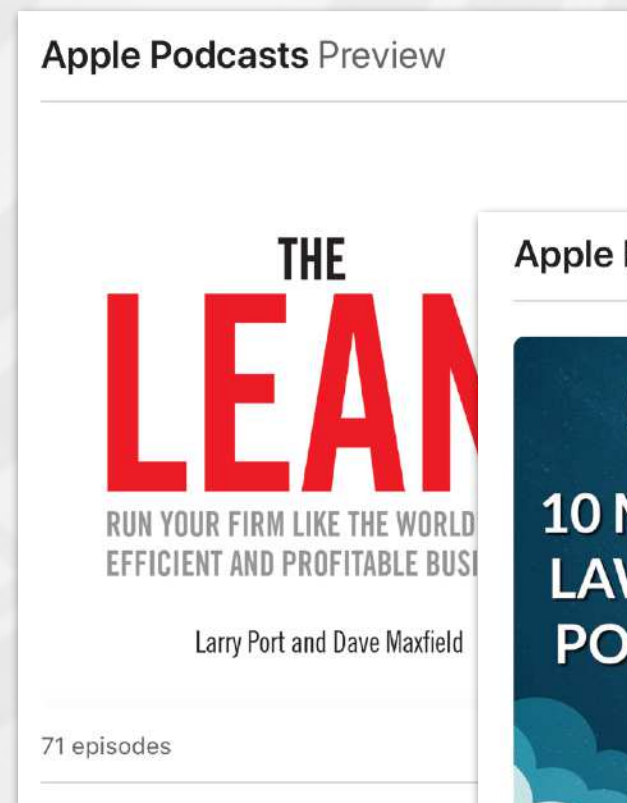
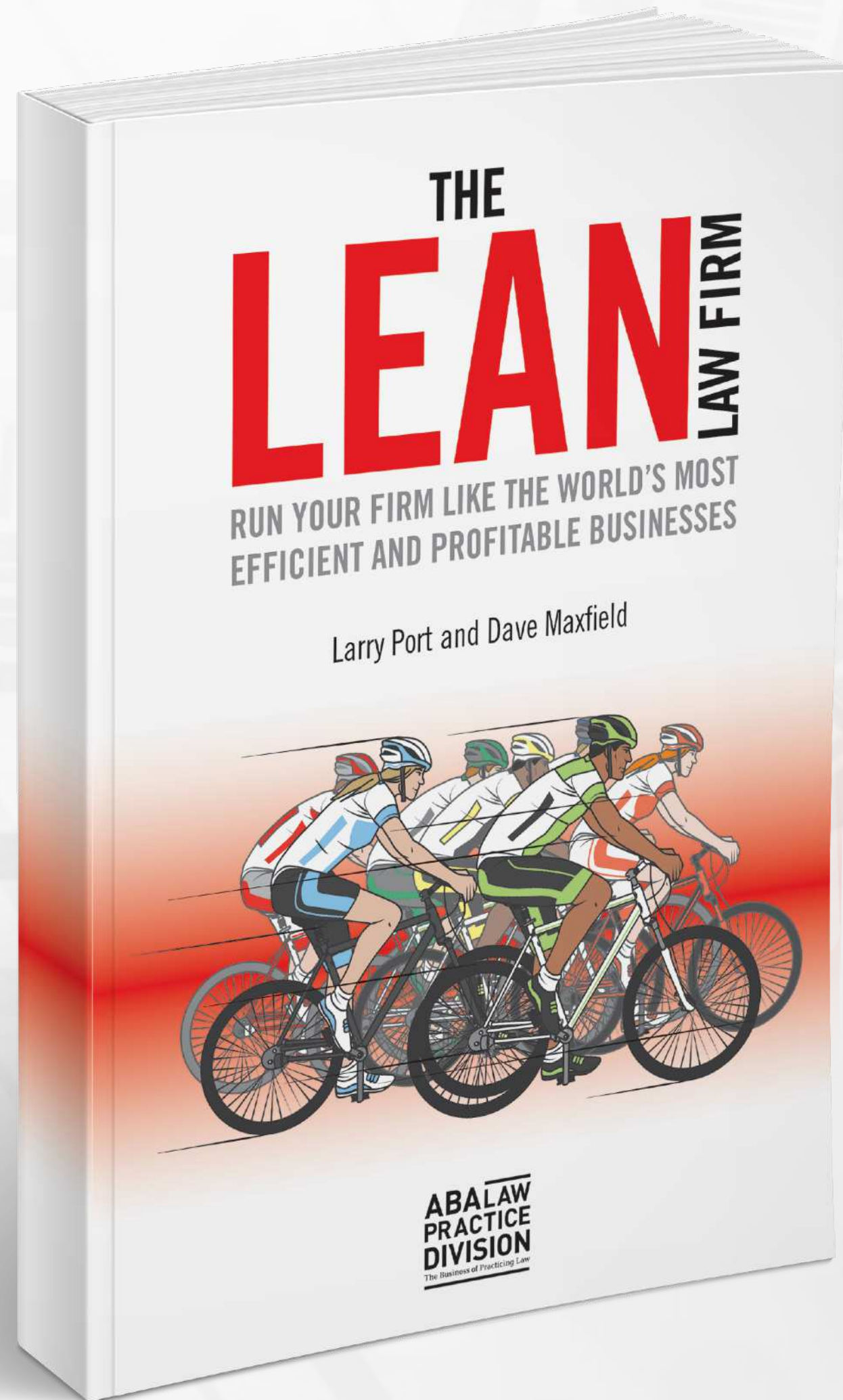
Worked with thousands of law firms. Author, writer, speaker on law firm efficiency.

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Thought Leadership

Rocket Matter's content marketing and thought leadership combines deep expertise, creativity, and wit. CEO Larry Port is a widely-known speaker and author, performing dozens of live CLEs and producing more than one hundred pieces of content each year.



10 Minute Law Firm and
Lean Law Firm Podcasts



Infographics and eBooks



CLE Webinar Series in conjunction
with Florida Bar

Microsoft 365 Plans

			Only includes apps
Microsoft 365 Business Basic	Microsoft 365 Business Standard	Microsoft 365 Business Premium	Microsoft 365 Apps
\$5.00 user/month (annual commitment)	\$12.50 user/month (annual commitment)	\$20.00 user/month (annual commitment)	\$8.25 user/month (annual commitment)
Get started	Get started	Get started	Get started
Try free for 1 month ⁴	Try free for 1 month ⁴	Try free for 1 month ⁴	Try free for 1 month ⁴
Best for businesses that need easy remote solutions, with Microsoft Teams, secure cloud storage, and Office Online (desktop versions not included).	Best for businesses that need full remote work and collaboration tools including Microsoft Teams, secure cloud storage, business email, and premium Office applications across devices.	Best for businesses that require secure, remote work solutions with everything included in Business Standard, plus advanced cyberthreat protection and device management.	Best for businesses that need Office apps across devices and cloud file storage. Business email and Microsoft Teams not included.



























Office

Search

LP

Microsoft 365 Tips and Tricks

Add-Ins →

 Bookings Simplify how you schedule and manage a...	 Calendar Schedule and share meeting and event tim...	 Delve Get personal insights and relevant informa...	 Dynamics 365 Break down the silos between your busine...
 Excel Discover and connect to data, model and ...	 Forms Create surveys, quizzes, and polls and easil...	 Kaizala A simple and secure mobile chat app for w...	 Lists Allows users to create, share, and track dat...
 MyAnalytics Create better work habits with insights int...	 OneDrive Store, access, and share your files in one pl...	 OneNote Capture and organize your notes across all...	 Outlook Business-class email through a rich and fa...
 People Organize your contact info for all your frie...	 Planner Create plans, organize and assign tasks, sh...	 Power Apps Build mobile and web apps with the data y...	 Power Automate Create workflows between your apps, files,...
 PowerPoint Design professional presentations.	 Project Develop project plans, assign tasks, track ...	 SharePoint Share and manage content, knowledge, an...	 Stream Share videos of classes, meetings, present...
 Sway Create and share interactive reports, prese...	 Teams The customizable, chat-based team works...	 To Do Keep track of your tasks in one place with i...	 Whiteboard Ideate and collaborate on a freeform canv...
 Word Bring out your best writing.	 Yammer Connect with coworkers and classmates, s...		

Tips and Tricks

Use any of the uncommon ones?

Our Tour

- Word
- Outlook
- OneDrive
- SharePoint
- Teams
- Excel

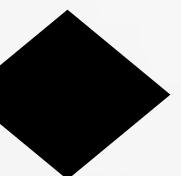
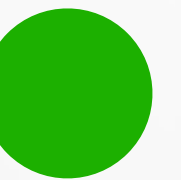
Send emails with
attachments to:
lportx-rm@outlook.com

- FindTime
- Bookings
- Templates
- Rocket Matter Add-In
- Additional Tools

Oh! One other thing...

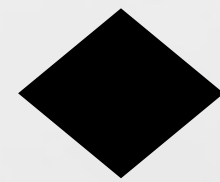
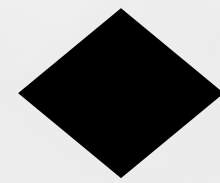
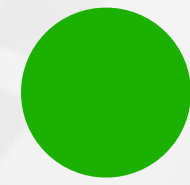


Beginner
Intermediate
Advanced



Word

- Desktop & Online
- Styles
- Practice Management
- Mail Merge
- Conditional Mail Merge



Styles

If there's one thing to take away from this webinar, it's to start using styles.



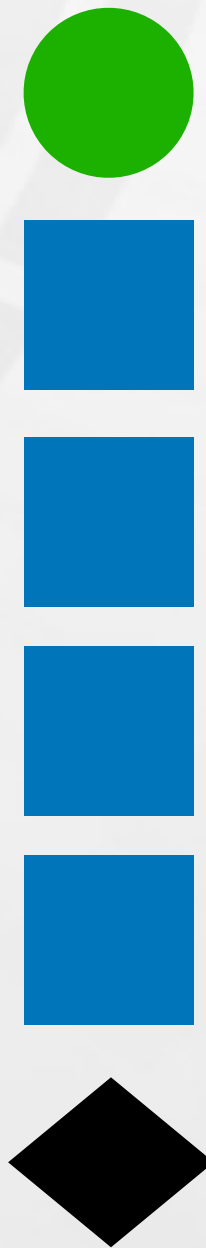
Excel

- Column Width Adjustments
- References
- Anchoring Cells
- SUMS, AVERAGE, MAX
- IFS
- VLOOKUP



Outlook

- Desktop vs Online
- Keyboard Shortcuts
- FindTime
- Bookings
- Practice Management
- Advanced Search



Using a Browser

Be aware of memory implications if you're using Microsoft 365 in a browser.



OneDrive & SharePoint

- Overview of Sync
- Sharing
- Differences
- Document Versioning

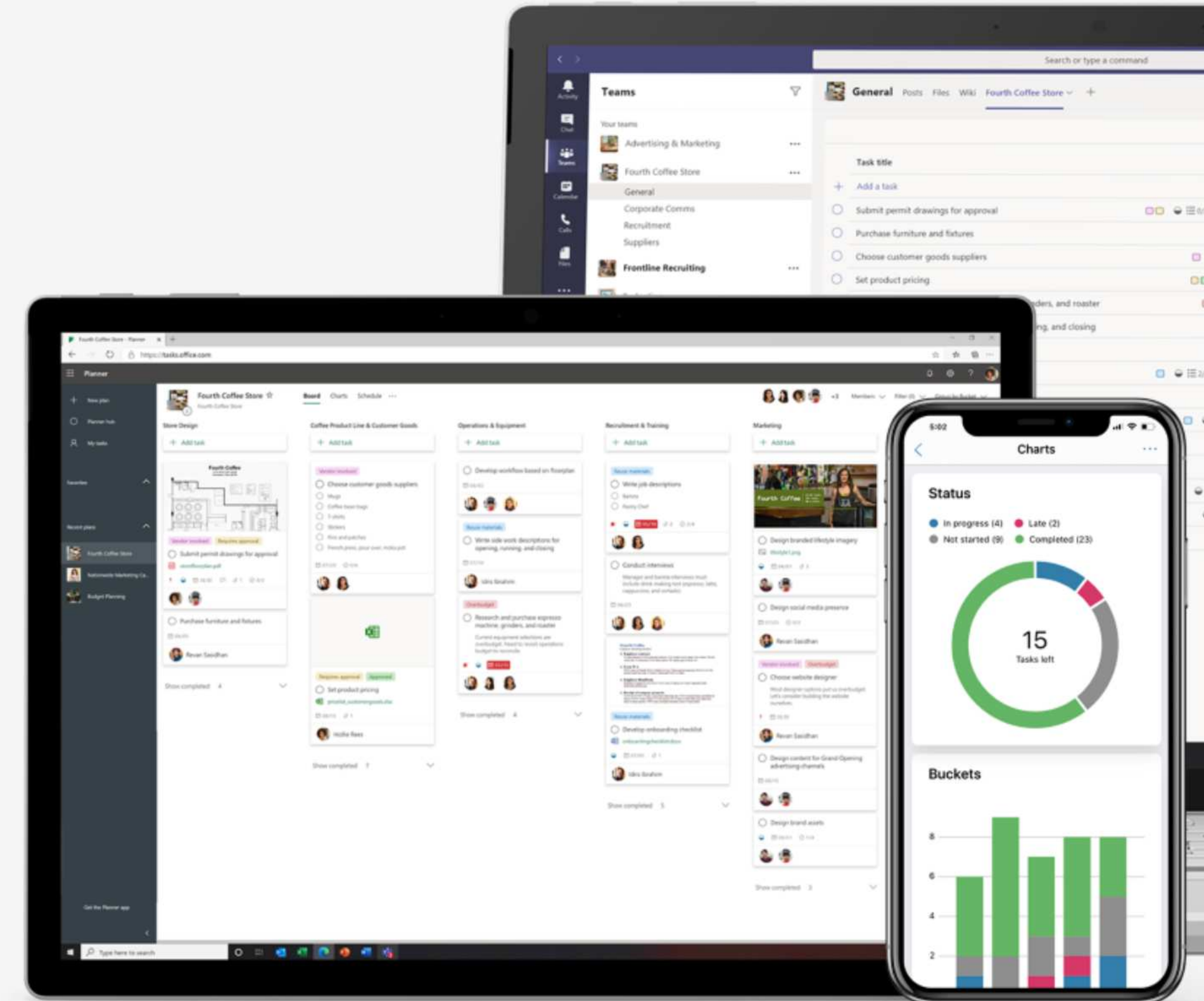


Microsoft Planner

Organize teamwork with intuitive, collaborative, visual task management.

See plans and pricing

Sign in

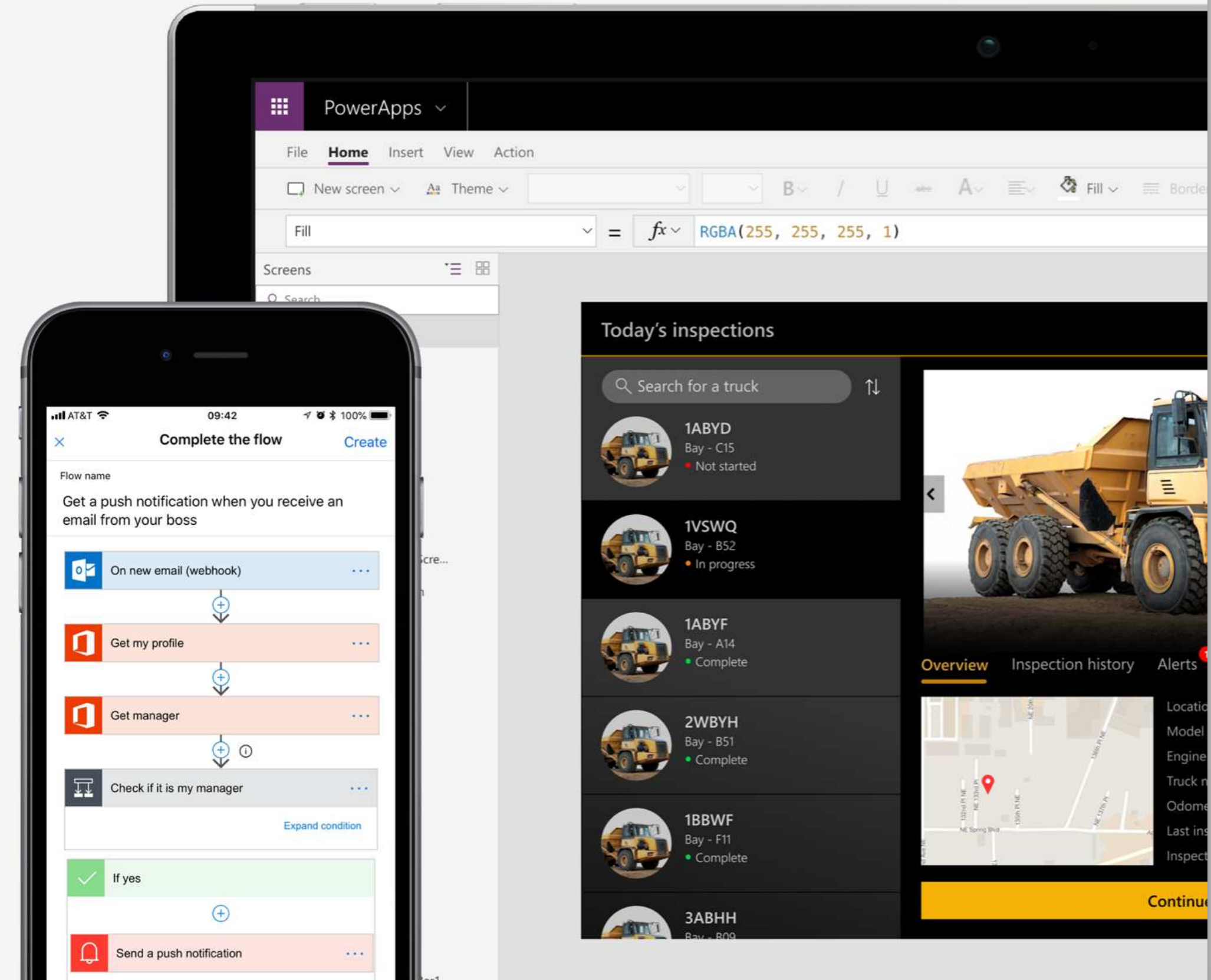


Get more work done with Planner. Create Kanban boards using content-rich task cards with files, checklists, labels, and more. Collaborate in Planner and Microsoft Teams and check visual status charts—all in the Microsoft cloud.

Microsoft Power Apps and Microsoft Power Automate

Solve business challenges with low-code tools for your teams

See plans and pricing



Create apps, workflows, and custom, rich forms to streamline processes.



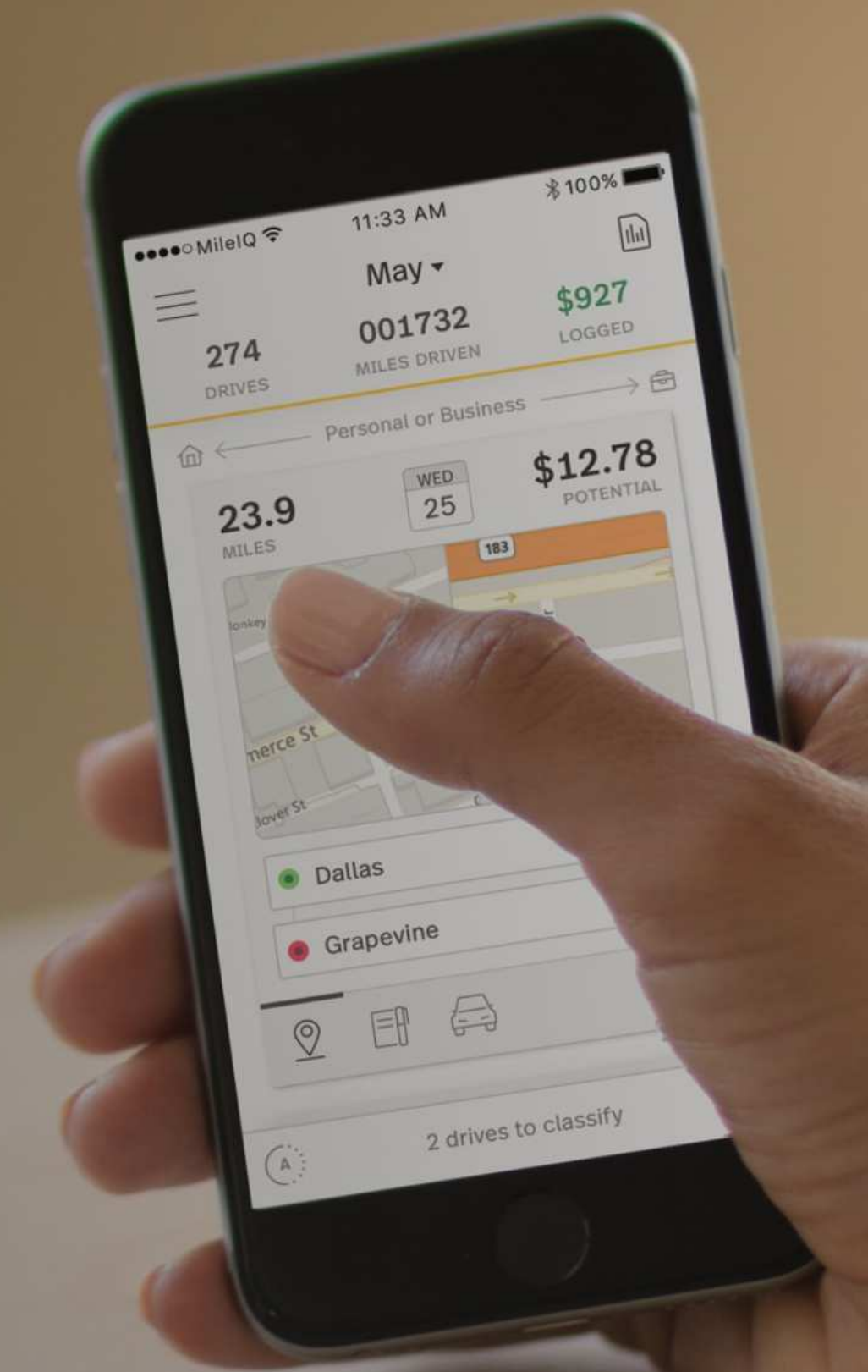
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- Cisco A., Twitter Review



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Webinar Schedule

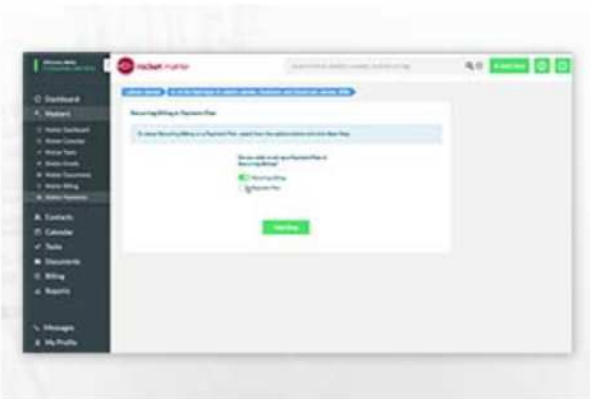
Click on a class to sign up and enjoy one of our fun, quick, and helpful webinars!

Times	Monday	Tuesday	Wednesday	Thursday	Friday
11:30am EST	Rocket 101	Matter Templates, Calendaring, and Tasks	LEDES Billing	Document & Invoice Templates	Rocket Project Management Part 1
3:30pm EST	Lexcharge	Billing, Invoicing, and Trust Accounting	Rocket Essentials 101	Business Intelligence	Rocket Project Management Part 2

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On-Demand Training

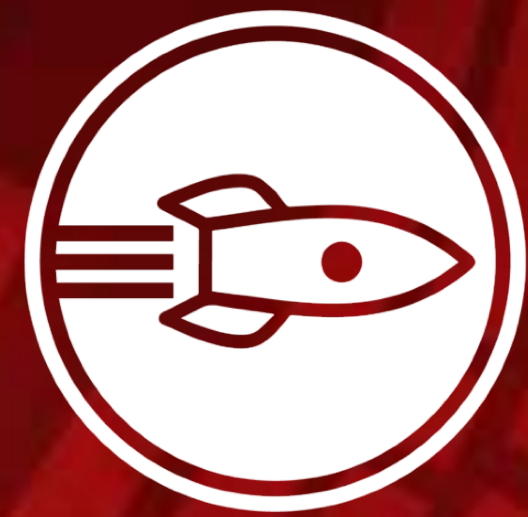


Feature Overviews



Short How-To's





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Thank You!

CLE# 4436

1 hr General + 1 hr Technology

Larry Port | larry@rocketmatter.com