

**rocket matter**

# **Microsoft Outlook for Lawyers – Beyond Emails and Calendars**





# Using Excel since the 90's!

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.

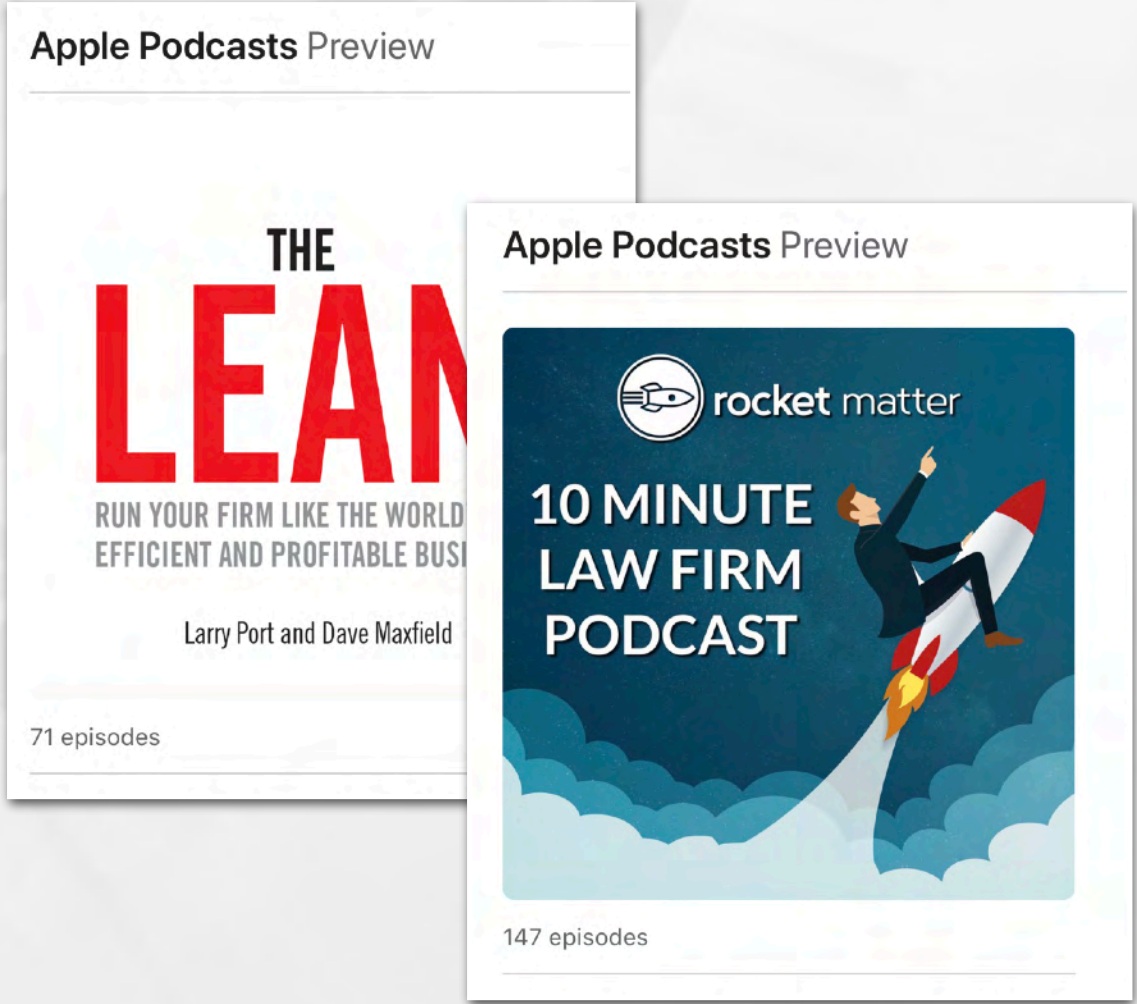
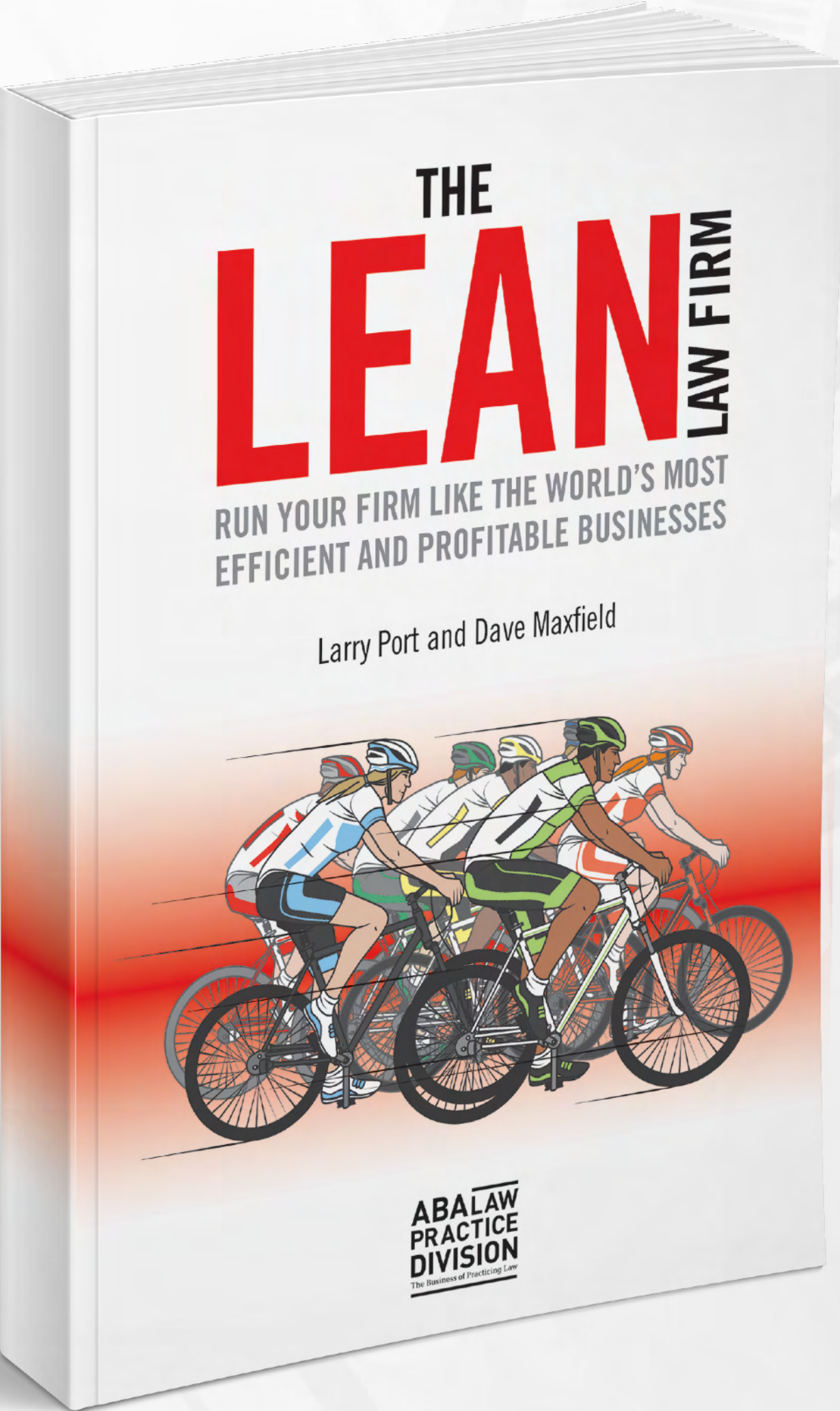
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# Thought Leadership

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





**CHAD THOMAS**  
**Head of Product ImagineTime**



# Why talk about Outlook for an hour?

- Learn how to process email more quickly with keyboard shortcuts.
- Find out about cool plugins to make your life a lot easier.
- Learn about Zero Inbox email processing.



# Microsoft 365 Plans

## Microsoft 365 Business Basic

**\$5.00** user/month  
(annual commitment)

[Get started](#)

Try free for 1 month<sup>4</sup>

Best for businesses that need easy remote solutions, with Microsoft Teams, secure cloud storage, and Office Online (desktop versions not included).

## Microsoft 365 Business Standard

**\$12.50** user/month  
(annual commitment)

[Get started](#)

Try free for 1 month<sup>4</sup>

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.

## Microsoft 365 Business Premium

**\$20.00** user/month  
(annual commitment)

[Get started](#)

Try free for 1 month<sup>4</sup>

Best for businesses that require secure, remote work solutions with everything included in Business Standard, plus advanced cyberthreat protection and device management.

Only includes apps

## Microsoft 365 Apps

**\$8.25** user/month  
(annual commitment)

[Get started](#)

Try free for 1 month<sup>4</sup>

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...



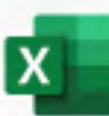
Delve

Get personal insights and relevant informa...



Dynamics 365

Break down the silos between your busine...



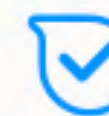
Excel

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...



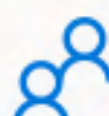
OneNote

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...



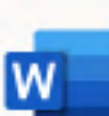
To Do

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...

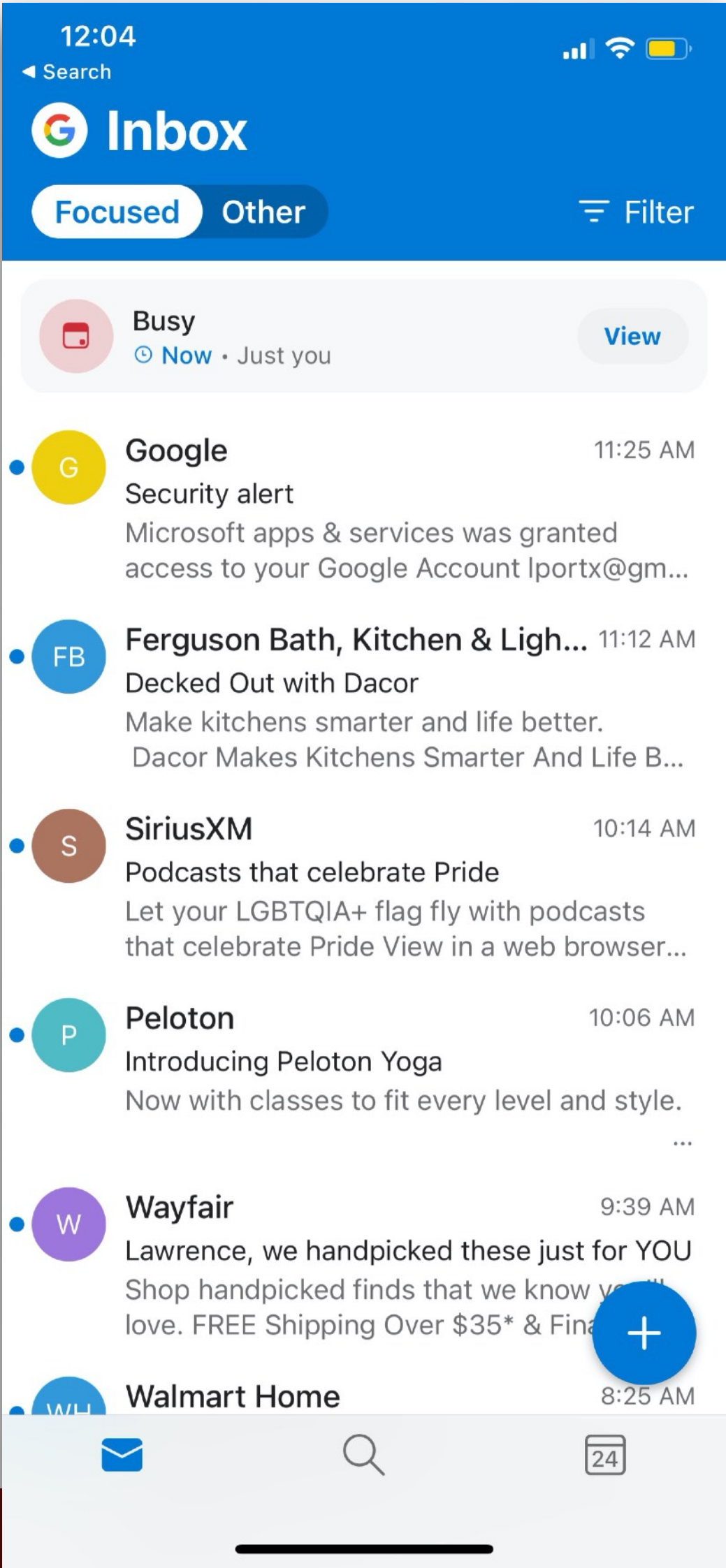
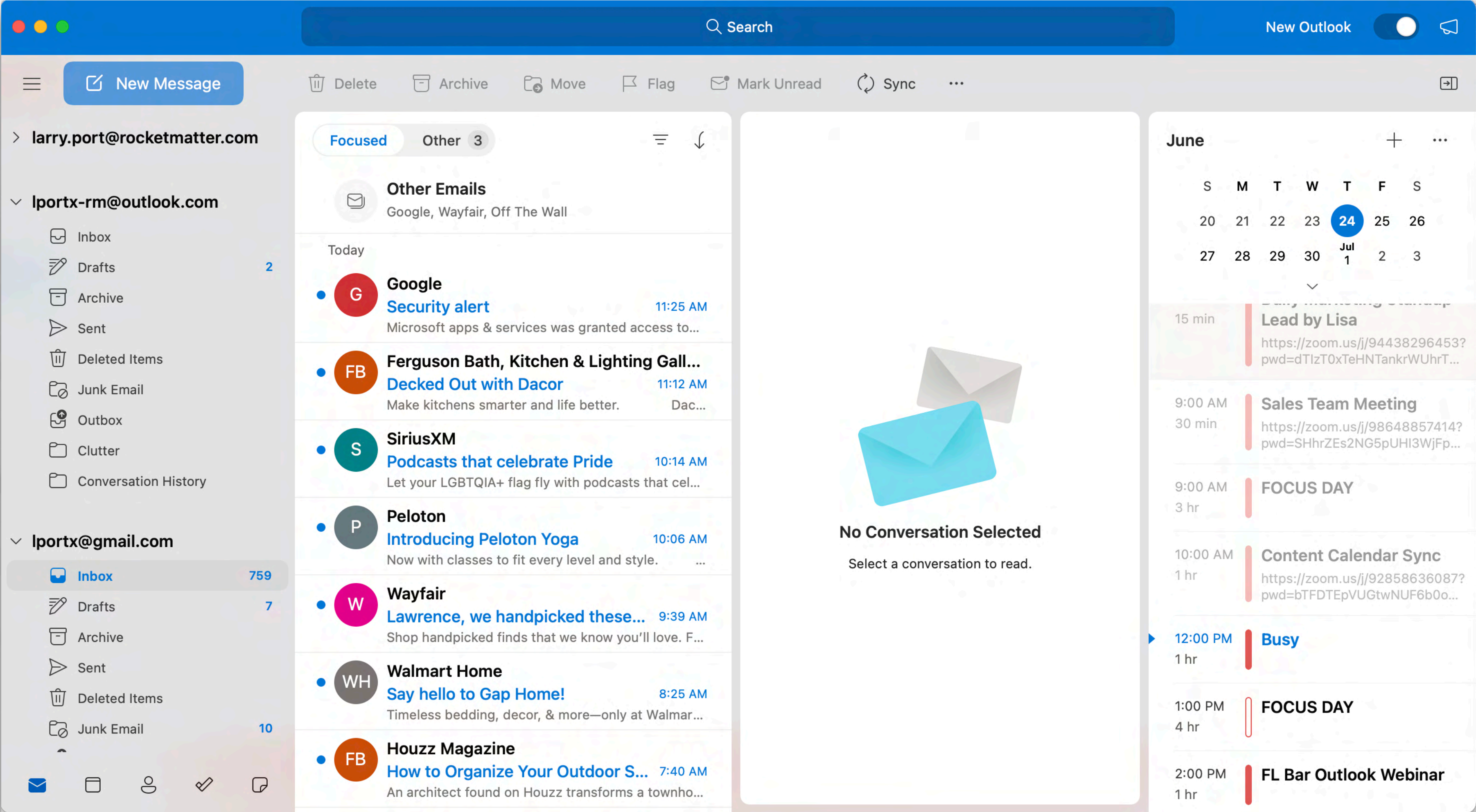
Tips and Tricks



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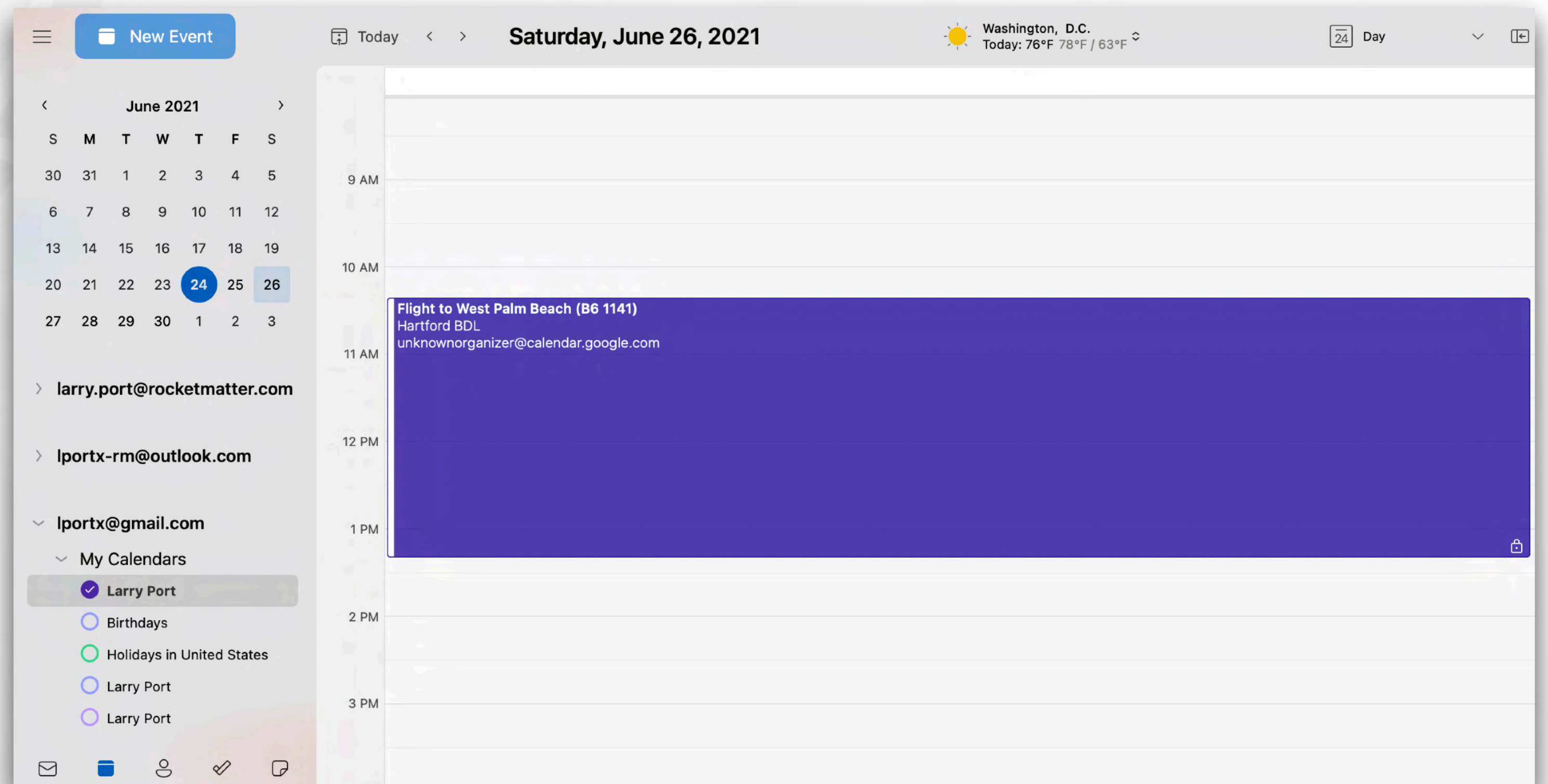
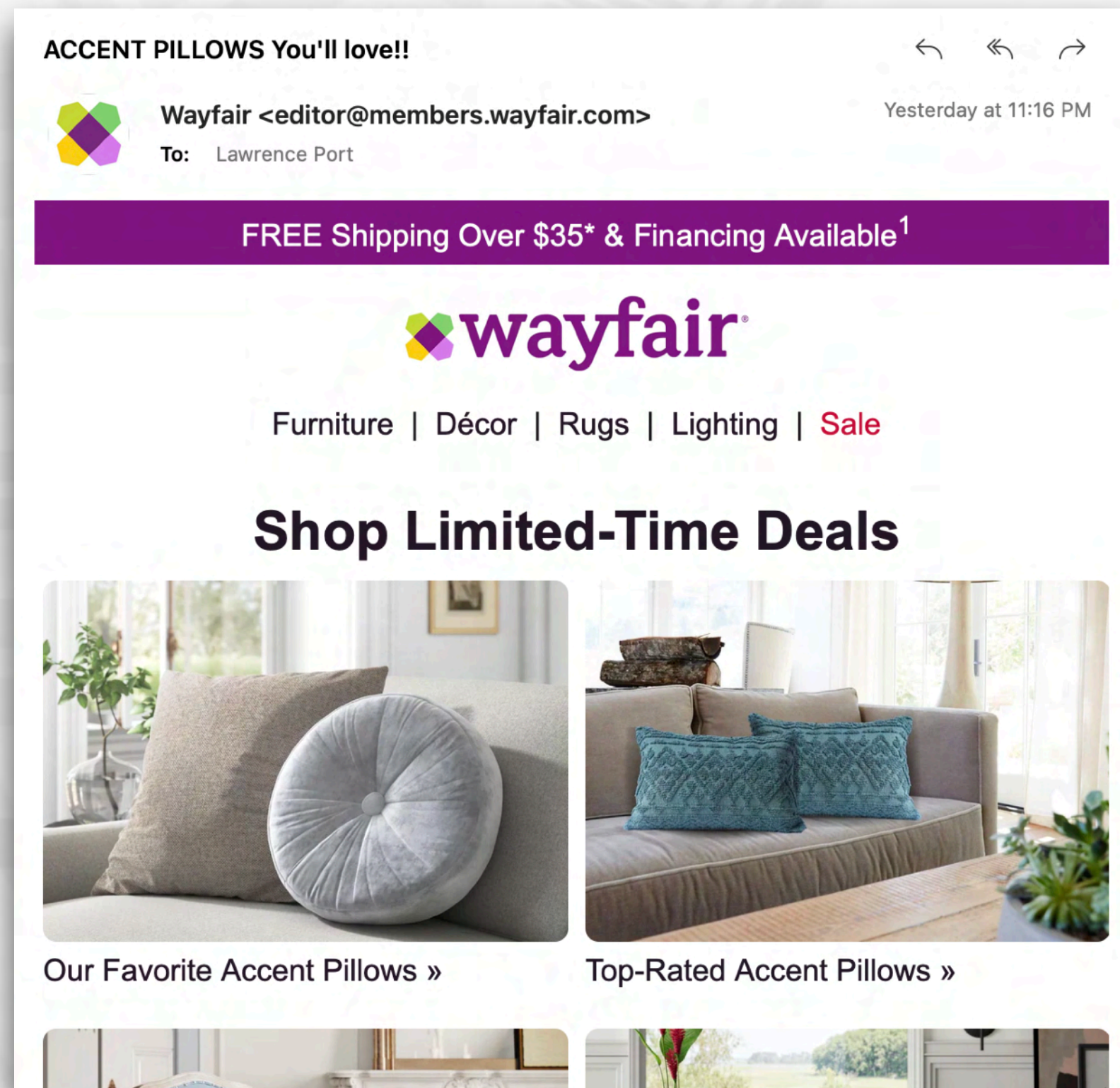


# Outlook is on Web, Mobile, PC, Mac....





# Outlook is known for Email, Contacts, and Calendar...



...but also features some additional functionality  
(Notes, To-do's)



# Product Demonstration






# Keyboard Shortcuts

	Mac	PC	Online
Compose Message	Command+N	Control+N	N
Display previous message	Control+[	Up Arrow	Period
Display next message	Control+]	Down Arrow	Comma
Delete the current message, and, if the message window is open, close	Command+Del	Not available	Not available
Mark selected messages as read	Command+T	Control+Q	Q
Archive a selected message	Control+E	Not available	E





# SaneBox for Spam


[Tour](#) [Help](#) [Pricing](#)


## We all get so much email


Most of it does not need to be read, let alone interrupt your day. **SaneBox's AI** makes sure that only important email stays in your Inbox



 Use my Google account

 Use my Office365 account

 Use my iCloud account

 Use **ANY** email address

Already using SaneBox? [Sign in.](#)

**Get a FREE 14 day trial.**  
No credit card required.



# Zero Inbox to keep Email Under Control

- Delete
- Delegate
- Defer
- Do





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# Thank You!

CLE#5290

1hr General + 1hr Technology

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