

Office 365: The Ultimate Crash Course for Lawyers

A LSBA Webinar Hosted By:
LSBA's Outreach Committee in partnership with Rocket Matter, LLC
1.25 CLE Credit Hours (Law Office Management)
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12:00 p.m. – 1:15 p.m. “Office 365: The Ultimate Crash Course for Lawyers”

- Larry Port, Rocket Matter, LLC, Boca Raton, FL

Office 365 is a COVID-critical tool, allowing law firms to work on Word, Outlook, and other Microsoft software from remote locations. Yet most legal professionals only scratch the surface of Office 365 potential.

In this session, we will explore how to maximize your Office 365 investment to become more efficient and profitable. We'll start with the fundamentals and dip our toes into some exciting capabilities you're going to want to leverage in 2021.

Learning Objectives:

- Gain a high-level overview of Office 365's capabilities.
- Learn Excel commands that are going to make your life much easier.
- Understand styles, document automation, and some Word bells and whistles.
- See how Office 365 can become part of your legal workflow.