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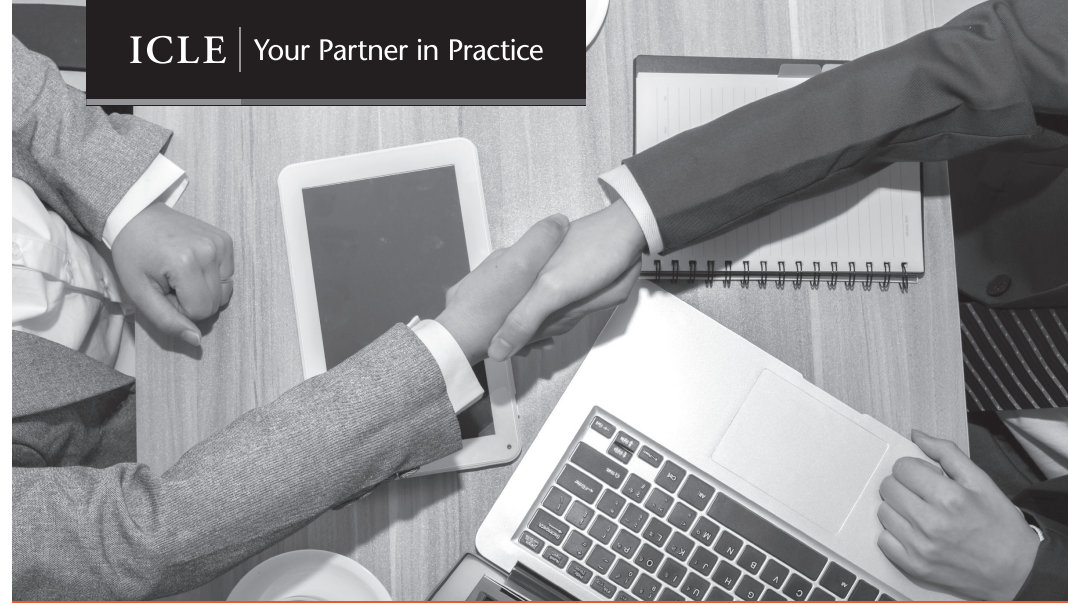
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### Effective E-mail Management Techniques for Lawyers

Lawyers are generally drowning in e-mail and many feel helpless when trying to get it under control. This seminar addresses the important issues of avoiding e-mail interruptions, efficiently storing e-mail and attachments in a client-centric manner, dealing with high volumes of legitimate e-mail, avoiding spam, e-mail encryption, and Microsoft Outlook's built-in features that can help you with these tasks. Gain tried-and-true strategies for managing e-mail and your time more effectively.

Learn to:

- Use the “four D method” to efficiently deal with every e-mail
- Protect your sensitive e-mail with encryption
- Create Outlook toolbars and buttons that put key features at your fingertips
- Organize messages to match your client files
- Access your e-mail, calendar, and tasks on all of your devices

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#### Contributor



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Barron K. Henley is one of the founding partners of Affinity Consulting Group, a legal technology consulting firm focused on automating and streamlining law firms and legal departments. He is a member of the American, Ohio, and Columbus Bar Associations, and the Worthington Estate Planning Council. He is also a member of the ABA Law Practice Management Section and a board member for the ABA TECHSHOW.