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Legal Technology Seminars

TWO HALF-DAY SEMINARS

The Ins and Outs of PDFs for Lawyers and Law Firms
Use Outlook to Organize and Manage High-Volume Email



Speaker

Barron K. Henley
Affinity Consulting Group
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Barron Is Back with Two Half-Day Seminars

The Ins and Outs of PDFs for Lawyers and Law Firms

03/29/22 | Plymouth | 8:30am-12:00pm
On-Demand Seminar Available 04/19/22

CLE: Up to 2.75 | Level: Basic/Intermediate

PDFs are the file format of choice when exchanging documents with lawyers, clients, and courts. Nationally recognized speaker Barron K. Henley shows you how to use them appropriately and handle any task—and reduce paper in your office.

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"Best seminar I ever attended!"

"Patient speaker. Well-paced."

"Excellent tips and Q&A."

Use Outlook to Organize and Manage High-Volume Email

03/29/22 | Plymouth | 1:00pm-4:30pm
On-Demand Seminar Available 04/19/22

CLE: Up to 2.75 | Level: Basic/Intermediate

Barron shows you how to use all of Microsoft Outlook's features to efficiently organize email and attachments. Change Outlook's default settings to customize your email, calendar, and tasks. Get tips and tricks on little-known features. Walk away with a comprehensive list of the best Outlook enhancements and add-ins.

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Barron K. Henley

Affinity Consulting Group, *Columbus, OH*

Barron's technology-related seminars are among our most popular—and with good reason. A nationally recognized speaker with expertise in law practice management, document automation, and ethics, he is a founding partner of Affinity Consulting Group, a legal technology consulting firm.