

Legal Services National Technology Assistance Project



Helping nonprofit legal aid programs improve client services through innovative use of technology.

www.lsntap.org

Date: Thursday, July 11, 2019
Time: 10:00am to 11:30am PDT

Outlook – Creating Custom Views, Categories, and Mail Merge

Please RSVP at: <https://dashboard.gotowebinar.com/webinar/2667208899789077773>

Outlook has many features that can make life easier for advocates. In this training our expert will cover these features with a focus on those that are useful to legal aid advocates.

Presenter: Sandy Rylander - [Rylander Consulting](#)

Sandy Rylander has over 28 years of training experience. She is a MOUS (Microsoft Office User Specialist)-certified trainer specializing in Microsoft Office: OneNote, Outlook, Word, Excel and PowerPoint. Students praise Sandy's enthusiasm and practical, informative examples that make it easy to understand and retain even the most advanced topics. Sandy also provides automated solutions in Outlook, Word, Excel, which increases business productivity and efficiency. Her tailored Microsoft Office solutions speed complex document creation time by up to 500% while reducing the potential for human error. The goal of both training and programming is to allow executives to focus on managing their business rather than performing repetitive tasks.

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<http://www.lsntap.org/node/237/outlook---creating-custom-views-categories-and-mail-merge>

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