

# Get Organized / Get Focused / Get Ready!

## Email Management

Thursday, June 3, 2021 | 12:00 noon - 1:15 p.m. | Video Webinar

### REGISTRATION FORM

NAME

FIRM OR ORGANIZATION

PHONE

EMAIL

### REGISTRATION FEE (includes electronic materials and 30 day access to the video recording of the program)

Registrant  
(Lawyer/Legal Staff)

\$85.00 + 4.25 (5%) GST = **\$89.25**

Student

\$42.50 + 2.13 (5%) GST = **\$44.63**

### PAYMENT INFORMATION

NAME ON CARD

VISA / MASTERCARD / AMEX #

EXPIRY DATE

SIGNATURE

**GST Registration No. 107604357**

Total

Plus GST (5%)

Amount Due

**MAKE CHEQUES PAYABLE TO:**

THE LAW SOCIETY OF MANITOBA

### CANCELLATIONS:

If you are unable to attend, please give as much notice as you can.

If you provide notice **5 working days** or more before the date of the program, a full refund will be issued. If less than 5 working days' notice is provided **NO** refund will be issued; however any materials will be sent to you. Registration for all programs is transferable to another eligible person.

### INVOICES and RECEIPTS:

Invoices and receipts will NOT be provided unless specifically requested.

### PROGRAM CHANGES:

We will make every effort to present the program as advertised but changes to speakers, content, dates and venue may be necessary.

### VIDEO WEBINAR:

Registrants will receive an email prior to the day of the program with detailed instructions on how to connect for the web presentation.

### MB MEMBERS:

This program may be reported for up to 1.25 hours of eligible CPD activity, and 1.25 hours of EPPM.

### EMAIL, MAIL OR FAX THIS FORM TO:

The Law Society of Manitoba

200 - 260 St. Mary Ave

Winnipeg, MB, R3C 0M6

**Ph:** 204.926.2035 **Fax:** 204.956.0624

**Email:** [cpd@lawsociety.mb.ca](mailto:cpd@lawsociety.mb.ca)



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As legal professionals we receive a high volume of emails every day, and most of them require follow-up.

In this session, you will learn how to batch process emails to get them, and any related tasks, out of your inbox for handling. The focus will be on using Microsoft Outlook and/or any other tools that your organization uses to manage email.

**Note:** You are encouraged to have access to your computer and/or mobile device(s) during this session.

### Out of Town Presenter:

Paul Unger, Esq., *Affinity Consulting*

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(Lawyer/Legal Staff)

Student: **\$42.50** (plus GST) per person