

CONTINUING LEGAL EDUCATION

THE BARRISTERS CLUB OF SAN FRANCISCO



Barristers Litigation Section presents

Microsoft Outlook for Lawyers

Answering All the Questions About Microsoft Outlook That
You Always Wanted to Ask But Were Too Afraid to Ask

Speakers

Patricia Salvio

Senior Technical Trainer

Moderator

Jacob Canter

Counsel, Crowell & Moring LLP

Topics

- Tips for using Outlook Effectively
- Managing Email Overload
- Advanced Outlook Settings
- Calendar and Task Management
- Creating an email template with Outlook

**Wednesday
June 4, 2025**

MCLE Registration: 11:30 a.m. - 12:00 p.m.

Virtual Program: 12:00 - 1:30 p.m.

MCLE: 1 Hour in Technology in the Practice of Law

To receive MCLE credit, you must sign in during the designated MCLE registration period. This activity is approved for Minimum Continuing Legal Education credit by the State Bar of California.

BASF is a certified provider. Provider #103

Pre-registration is required.

Cost

Free for BASF Law Students

\$50.00 Barristers Section Member

\$60.00 BASF Members, Government &
Nonprofit Attorneys

\$75.00 All Others

Viewing Options



Live Webcast available, register at

www.sfbbar.org



Webcast Recording will be available.

Register separately on our online platform.

Section Co-Chairs

Jacob Canter, Crowell & Moring and

John Steger, Pillsbury

Special Requests:

People with disabilities should contact BASF regarding reasonable accommodations at events@sfbbar.org.

Register online: www.sfbbar.org/calendar

Event Code B251441