



# O, O, It's Magic What You Can Do in Office 365

## COLLECTION—LITIGATION HOLD—AND MORE!

Live  
Interactive  
Webinar!!

SEPTEMBER 16, 2020 | 12:00 - 1:00 PM | 1.0 GENERAL CREDIT HOURS

### AGENDA: 12:00—1:00 PM

Since the vast majority of clients use Office 365 for their business functions, understanding its capabilities is essential for any practicing litigator. Take a (virtual) seat with us for this one-hour presentation where our speakers will walk through the features and capabilities of Microsoft Office 365 in relation to initiating litigation holds, searching and collecting email and other cloud-stored documents.

Team members from Proteus Discovery Group will discuss license requirements and give a hands-on demonstration of how each of these features work. Our speakers will also show you how to export data for import into any document review tool.

12:00 p.m. – 1:00 p.m. – Core Vs. Advanced/Licensed  
Accessing O365 Compliance  
Legal Holds  
Searching  
Collecting  
Q & A

1:00 p.m. Adjourn

Presented by: Raymond Biederman, CEO, Co-Founder, Proteus Discovery Group  
Anthony Cozzi, Assoc. Attorney, Project Mngr., Proteus Discovery Group



TOLEDO BAR  
ASSOCIATION

### OFFICE 365—LIVE TEC091620

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#### Registration Policy

Pre-registration is advised. Registrations received after 4:00 PM on the business day prior to the seminar will be charged an additional \$10.00 and subject to available space.

#### Payment/Cancellation Policy

All registration fees must be paid in full prior to the start of the seminar. Cancellations received prior to the seminar will be refunded less a \$30.00 administration fee. No refunds or transfers are given for cancellations received on or after the day of the program. Upon request, course materials are available in consideration of tuition paid. The TBA reserves the right to modify or cancel a program if circumstances warrant. If the TBA cancels a program, full tuition will be refunded.

#### Handout Materials Policy

All program materials will be delivered electronically to the e-mail address on file prior to the seminar. Please bring your own printed or electronic version of the handouts. Complimentary CLE materials are only provided in electronic format. To purchase hard copy handout materials, please select the "printed materials" box when you are registering, so that we can process your request.