



# *About the Author*

**B**en M. Schorr is a Senior Content Developer at Microsoft. He is also the author of several books and articles on technology including “The Lawyer’s Guide to Microsoft Outlook,” “The Lawyer’s Guide to Microsoft Word,” and “OneNote in One Hour for Lawyers.” He was a Microsoft MVP for more than 20 years and involved with management and legal technology for nearly 30. In his free time he’s a slow Ironman triathlete and a high school football coach.

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