Wednesday
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12:30 PM - 1:45 PM
FSC ATL 109

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TAMING THE EMAIL MONSTER
How to Manage Your Chaffey Email

If you have ever felt overwhelmed or intimidated by the monster that lurks inside your Chaffey email, please attend this workshop to learn how to tame it.

This workshop will provide some practical Outlook tips for:

- managing the inbox
- using folders
- understanding the differences between desktop Outlook and the web access version
- avoiding the “mailbox full” message
- appropriate use of email / email etiquette
- reading and replying to emails in a timely way

Refreshments provided, courtesy of FSC.