

Gilbert, Jessica

From: Hohnstein, Brenda
Sent: Monday, June 08, 2015 2:31 PM
To: # All SCC Email Users; # All OEC Email Users
Subject: MS Outlook Workshop June 11

Space still available:

Professional Development Workshop

Sponsored by: President's Classified Hawks Advisory Group

MS Outlook Workshop

Instructor: Marvin Martyn

This workshop will touch upon how to better manage electronic communications, schedules, tasks and contact information.

When: Thursday, June 11th from 2pm-3pm

Where: SCC U-89

Who: All SCC/OEC Staff & Faculty are welcome to attend!!

Please RSVP to Hohnstein_brenda@sccollege.edu by Monday, June 8th if you would like to attend.

Feel free to forward me any questions regarding MS Outlook that you would like to be addressed at this workshop.