



**Get the most from your email!**

**Date:** **ADD DATE**

**Time:** **ADD TIME**

**Venue: ADD VENUE**

**All welcome!**

**Tea, coffee and biscuits**

**will be served**

**This one hour presentation will be given by   
ADD NAME (Manager of the Computer   
Sharing Centre) and will cover:**

**How to write a good email**

**Email Etiquette**

**How email works**

**Why web based email costs nothing**

**Email tips and tricks**

**Please arrive early to get a good seat, this is**

**likely to be popular!**







**Email presentation**

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