Create Mail Merge & Templates

Learn how to create document templates instead of recreating similar communications time and time again. Improve the speed and response of service using standard templates and mail merges to execute mass communications efficiently.

When: Tuesday, February 28, 2017
Where: 1600 Valley Road Computer Lab Room G016
Time: 1:00pm-4:00pm

Registration is required. Please complete the attached registration form and scan and email to training@wpunj.edu or submit via fax to extension 2090. For questions, you may direct your call to Desyra Highsmith at extension 2834 or Myrna Torres at extension 2887.