



**WILLIAM  
PATERSON  
UNIVERSITY**

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## **Time Management with Outlook**

Utilize Outlook to increase productivity, manage time, tasks, emails and small projects. Learn how the many functions and capabilities of Outlook can help you to meet deadlines, stay on top of assignments and efficiently manage your priorities.

When: September 30, 2016

1:00pm - 4:30pm

Where: 1600 Valley Road Computer Lab Room G016  
(Ground Level)

[Registration is required.](#) Please complete the attached registration form and scan and email to [training@wpunj.edu](mailto: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.