



UWC LIBRARY
empowering through knowledge



JOIN US AND GET READY TO SAVE TIME IN GMAIL!

LEARN TOP PRODUCTIVITY FEATURES SUCH AS:

- ✓ UNDO SENDING EMAIL
- ✓ SCHEDULE SENDING EMAIL
- ✓ USE TEMPLATES TO RESPOND QUICKLY
- ✓ SETTING UP YOUR EMAIL SIGNATURE
AND VACATION RESPONDER
- ✓ REDUCE SPACE USAGE
- ✓AND MORE



WED 18TH & 25TH AUG
14h00 - 15h00

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