



PRAHLADRAI DALMIA LIONS COLLEGE OF COMMERCE & ECONOMICS

ISO 9001: 2015 Certified

NOTICE

Date: 06/05/2021

**SELF –FINANCED SECTION
(TEACHING STAFF)**

PLANNING FORUM –ONLINE WORKSHOP (GMAIL MAIL MERGE TECHNIQUES)

All the SFC faculties are hereby informed that there will be online workshop (Hands on Training) on (Gmail Merge Techniques) under the Planning Forum Of our College on Saturday dated 8th May, 2021 at 12 PM to 1 PM.

Google Meet link for the session: <https://meet.google.com/sez-byft-vyi>

Details of the Session are as follows:

Session I- By Prof. Sanjana Khemka (BSC.IT Core Faculty)

Topic- Creation and Sending of Customized Bulk mail using mail merge technique.

Session II- By Prof. Rupali Mishra (BSC.IT Co-ordinator)

Topic- Sending Birthday Wishes to targeted users using Form Mules.

Pre-Requisites for the workshop:

Connect with laptop or desktop

Keep one draft mail ready on the topic (Precautions and Preventions during COVID-19)

Prof. Sailee S
Planning Forum Convener

Prof. Subhashini Naikar
Vice Principal (SFC)

Dr. Kiran Mane
I/c Principal

DI/N-T/GEN/00

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