Metadata in Email
Typical Metadata within Email

- To
- From
- CC
- BCC
- Date
- Subject
- Sender
- Received
- Message-ID
- References
- Resent
- Return-Path
- Time/Date
- Encrypted
- In-Reply-To
that's great! I have scheduled you for April 16th. It's 12-1pm at Manning Hall room 208. We suggest speakers prepare to talk for about 40 minutes and allow lots of time for questions and discussion. There is a projection system with PC, and connection for laptop (PC/Mac) available.

Let me know if you have any questions. I'll also need a short description of talk to use for announcement.

Thanks, Brad

Tufts, Shannon H wrote:

> Brad,
> 
> I am happy to present! In terms of my availability, I am free on March 26, April 16, and April 30.
> 
> Please let me know if any of these dates will work.
> 
> Thanks!
> Shannon

----- Original Message ----- 
From: Brad Hemminger <bh@ils.unc.edu>
To: Tufts, Shannon H
Sent: Fri Feb 19 14:38:44 2010
Subject: Invitation to be speaker for CRADLE seminar at UNC

I'd like to invite you make a presentation this semester at the School of Information and Library Science CRADLE (digital libraries) seminar series. We like to bring in speakers from outside our school to talk about issues relevant to our students and faculty. Call me on the faculty here, suggested you. He thought your presentation would be very relevant to us because you have initiated and run a very successful local government Chief Information Officers Certification program. If you could talk about that program and how it might serve as a model for other types of IS-related professional development, we think that would be great. He noted that you spoke to one of our classes about a year ago, and the students really got a lot out of it.

Also, we thought it would be helpful for people to know more about the
How do you find the rest of email metadata?
1. Click on this button (right corner of the Options field)

2. This box appears

3. The section entitled “Internet headers” contains the metadata
that's great! i have scheduled you for april 10th. it's 12-1 pm at
manning hall room 286. we suggest speakers prepare to talk for about
40 minutes and allow lots of time for questions and discussion. there
is a projection system with pc, and connector for laptop (pc/mac) avail-
able.

let me know if you have any questions. i'll also need a short descrip-
tion of your talk.

thanks, brad

tufts, shannon h wrote:
> brad,
> i am happy to present! in terms of my availability, i am free on ma-
> >
> > please let me know if any of these dates will work.
> >
> > thanks!
> shannon

> ----- original message -----
> from: brad hemminger <cmh@ils.unc.edu>
> to: tufts, shannon h
> sent: fri feb 19 14:38:04 2010
> subject: invitation to be speaker for cradle seminar at unc
>
> i'd like to invite you to make a presentation this semester at the school
> of information and library science cradle (digital libraries) seminar
> series. we like to bring in speakers from outside our school to talk
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>
Contact Information

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919-962-5438