



UCAR

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Office of the President

14 May 1987

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MEMORANDUM

TO: Board of Trustees and Personnel Committee
FROM: Harriet B. Crowe *HBC*
SUBJECT: Electronic Mail (E-Mail)

We would like to try to use E-Mail for as many routine communications between you and UCAR in Boulder as possible, so we are trying an experiment for the June Board meeting travel information. We will transmit the travel form to you on E-Mail, and we ask that you E-Mail your answers back to D.BERNIER. As backup, we are enclosing a copy of the travel form identical to the one you will receive as a message in your E-mailbox. If completing the form by E-Mail makes you nervous, or it doesn't work mechanically for some reason, then just complete and mail the form back to us instead.

OMNET representative Jill McKay will be mailing to you information on how to access your electronic mailbox, along with a list of users presently on the system. If you have any questions, please contact Jill at (617) 265-9230, and my office will keep close track of your responses to the travel form, to make sure we don't lose any of you!

Good luck!

- End of Memorandum -

BOT/BOT-Ltr