



Maryanne Vigneaux/Lib

01/26/2004 12:25 PM

To Maryanne Vigneaux/Lib@SUNYSB

cc

bcc F.Jason Torre/Lib

Subject Library Bulletin, January 26, 2004, Number 1413

ARCHIVING INFORMATION FOR NOTES 6.5:

<http://clientsupport.stonybrook.edu/notes/documents/HowtoArchiveYourMailDatabaseforR6Client.pdf>

It is important to archive mail you may wish to look at in the future. Putting mail in folders does not save space! Deleting and archiving both free up space and improve the performance of your mail.

LIBRARY STAFF AND STUDENT STAFF:

Please be advised that State employees' W-2 Wage and Tax Statements will not be distributed at Stony Brook, as in past years. The W-2s will be mailed directly from the Office of the State Comptroller in Albany to employees' home addresses, and will be postmarked no later than 1/31/04.

From -
Julissa Fernandez
Human Resource Services
390 Administration Building
Stony Brook, New York 11794-0751

PHOTOS:

We all were once babies so find your "old" albums and dig out a cute photo to give to Maryanne for a display. These should be handed in by this Friday, January 30th in order to be included. All photos will be returned. Select a photo of you alone, no larger than a 4 X 6". Thank you!



"You must of been a beautiful baby . . .cause baby look at you now ."

HABITAT FOR HUMANITY:

Maryanne and committee will be organizing our efforts for 2004. The official campaign period will be from Feb. 27 to Mar. 12, 2004. Let's enjoy raising money for this cause. The roots of society's successes lie in the home.