

**To:** 'Getto, Leila'[leila\_getto@ios.doi.gov]  
**From:** Forrester, Susan  
**Sent:** 2017-09-26T07:45:46-04:00  
**Importance:** Normal  
**Subject:** RE: Do you have 5 minutes to walk me through name tags and table tents  
**Received:** 2017-09-26T07:45:58-04:00

I got it figured it out no worries!

**From:** Getto, Leila [mailto:leila\_getto@ios.doi.gov]  
**Sent:** Monday, September 25, 2017 11:37 PM  
**To:** Forrester, Susan  
**Subject:** Re: Do you have 5 minutes to walk me through name tags and table tents

Hi! I'm sorry for just seeing this now. It's basically mail merge. I can call you in the morning if you haven't already done them.

*Leila Sepehri Getto  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Deputy Director, Scheduling and Advance  
Direct: (202) 208-5359  
Cell: (202) 706-9435*

On Mon, Sep 25, 2017 at 1:06 PM, Forrester, Susan <[SForrester@uschamber.com](mailto:SForrester@uschamber.com)> wrote:  
Hello!

I can see the templates but I Don't understand how the merge works for these.

Thanks,

**Sue Forrester**  
Managing Director  
Global Energy Institute  
U.S. Chamber of Commerce | [1615 H Street, NW](#) | [Washington, DC 20062](#)  
Phone: (202) 463-5492

