

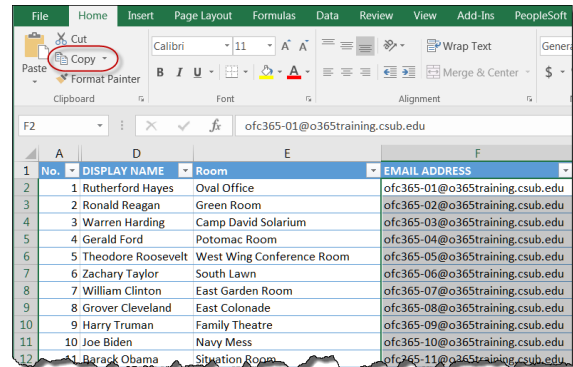


Email Students using Excel List

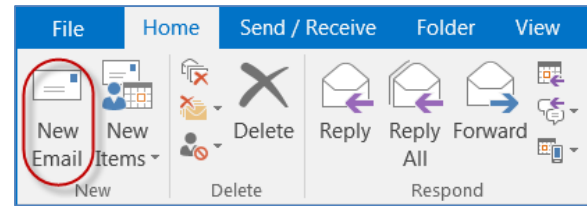
You can email students using email address from an Excel spreadsheet. You can use Excel spreadsheets created from downloading email addresses from a PeopleSoft query, myCSUB (PeopleSoft) , or the Classroom Toolkit. As long as the email addresses are in an Excel List, these instructions should assist you with emailing your students.

1. To begin,

- Open your list of student email addresses from Excel
- Select all the email addresses
- Click **Copy**

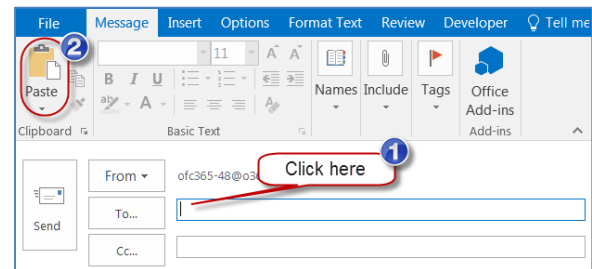


2. In Outlook, click **New Email**



3. When the Untitled Email opens,

- Click in the To area:
- Click **Paste**
- Press **Tab** on your keyboard
- Proceed with composing your email.



4. While you are composing your email, Outlook will verify the email addresses. This may take a minute or so, depending on the number of email addresses.

When the process completes, you will see a summary message indicating the number of recipients. This number should agree with the number of students from your Excel list.

- Click **Send**

