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