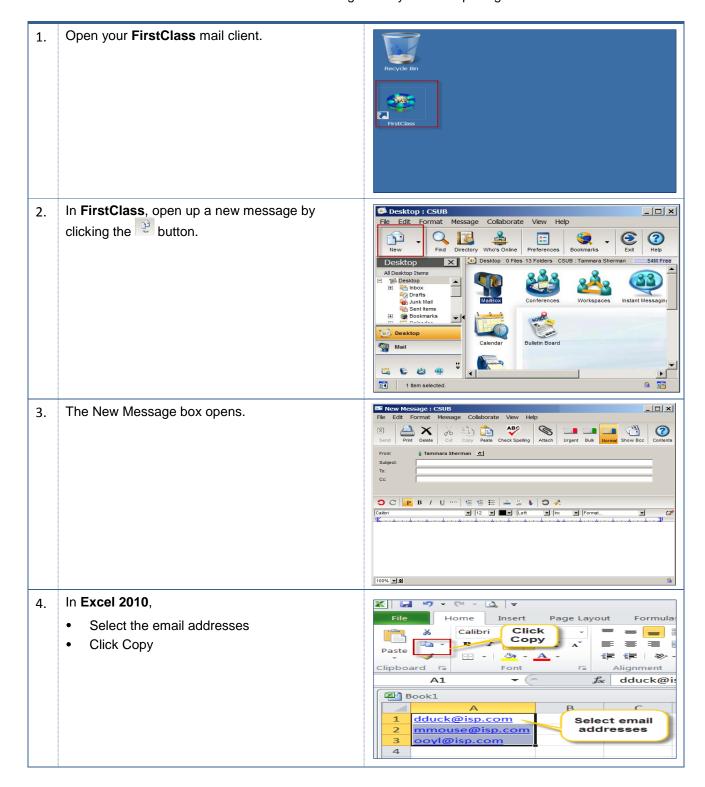
Job Aid



## Moving an Email List from Excel to FirstClass

At times, you will want to email a group of students. One way to accomplish this task is to move an email list from Excel and to FirstClass. These instructions will guide in you in completing this task.





Job Aid In the FirstClass New Message box, click the \_ | × | Copy Paste Check Spelling Attach 0 Print Delete Cut button. 3 Subject You may want to use the BCC (blind carbon copy) to avoid violating a student's FERPA rights. OC PB/U "" \= = = | = 5 4 0 4 ▼ 12 ▼ Left ▼ Ins ▼ Format 100% 🛨 🕏 The **BCC** box appears. 6. \_ | \_ | × | 1 OC PB/U \*\*\* E = = = 🚊 👃 🧿 🚀 🎸 🔅 ▼ 12 ▼ ■▼ Left ▼ Insert. 100% 🗹 🕏 7. In the New Message: ■ New Message : CSUB \_ 🗆 🗴 File Edit Format Message Collaborate View Help Right-click in the body of the new email Print Delete Cut Copy Paste Check Spelling Attach **6** Select Paste Plain Text from the pop-up menu Cc: Format Paragraph Normal View Page Width View Presentation View Show Presentation Check Spelling... Format Text... Reset to Default Campile Current C Sample Current Style Make Link... 100% ▼ ♦ Your email list appears in the body of the 8. Edit Format Collaborate View message. ABC Check Spelling Delete ₹. Subject O C P B / U "" \ = = = = = 💺 😊 🚜

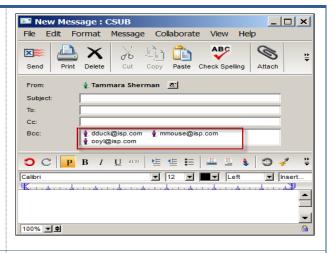
dduck@isp.com mmouse@isp.com ooyl@isp.com ▼ Insert

▼ 12 ▼ ■▼ Left





- 9. In the body of the message,
  - Highlight the email addresses
  - Drag and drop the email addresses to the BCC box



- 10. To complete the email:
  - Type your email address in the To: box
  - Click the button to add an attachment, if desired
  - Complete the body of your email message
  - Click the button

