Creating an Email Contact Group (Distribution List) from WebAdvisor

Part 1: Copying Email Addresses from a WebAdvisor Class Roster into Excel 2010

Many times faculty would like to have a list of email addresses for their students but are not sure how to quickly gather that information. In the class roster in WebAdvisor, the Bucks email addresses for students are listed. This will provide the steps on how to export the email addresses from WebAdvisor into Microsoft Excel 2010.

1. Begin by logging into WebAdvisor and accessing your Class Roster.

2. When the list appears, choose which roster you want to work with by clicking on the course/section name.

3. After the class roster appears, select all of the students in the list. Click the right mouse button anywhere in the highlighted area and choose Copy or click the Edit menu and choose Copy from the menu.
4. Once the list is copied open Microsoft Excel. In the Home ribbon, click the bottom of the **Paste** button and choose the **Match Destination Formatting (M)** option.

5. Follow steps 5 through 7 so Excel will automatically add a semicolon after each email address which is needed by Outlook to separate the email address. In the Home ribbon, click **Find & Select** in upper right hand corner then click **Replace…**

6. The **Find and Replace** window will appear. Without the quotes, type “.edu” in **Find what:** and “.edu;” in **Replace with:**. Click **Replace All.**
7. Excel will indicate how many semicolons it has added after the email address. Click **OK** then click **Close** to return to the spreadsheet.

![Image of Excel indicating semicolons](image1.png)

8. Highlight the email addresses by clicking the first address in the list and dragging the mouse over all of the addresses. Once the addresses are highlighted, right mouse click the highlighted area and choose **Copy**.

![Image of highlighting email addresses](image2.png)

9. To send an email message to the class without creating a Contact Group, open **Microsoft Outlook** and click **New E-mail**. Right click in the **To**... field and click **Paste**.

![Image of Outlook new email page](image3.png)

10. Save and name your Excel spreadsheet.
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Part 2 – Exporting Email Addresses into a Microsoft Outlook Contact Group

1. Open the Excel spreadsheet containing the email addresses you want to include in the Contact Group.

2. Go to the column in your spread sheet that contains the email addresses. Highlight the email addresses by clicking the first address in the list and dragging the mouse over all of the addresses. Once the addresses are highlighted, right mouse click the highlighted area and choose Copy or click the Copy button in Clipboard Group. Minimize the Excel spreadsheet.

3. Open Outlook and click Contacts in the bottom left hand corner.

4. Click New Contact Group in the upper left hand corner.

5. When the Contact Group window opens, enter the name of the list such as “BIOL-101-N01 Fall 2012.” Click Add Members then click From Address Book.
6. When the **Select Members** window opens, **paste** the list of email addresses that you copied from Excel into the **Members** text box at the bottom of the window. Once the list has been populated into the **Members** textbox, click the **OK** button.

![Select Members window](image1)

7. The new Contact Group is now created. Click **Save and Close** to complete the process.

![Contact Group window](image2)
8. To create a new email message using the Contact Group, click the **New E-mail** button followed by clicking the **To...** button in the new email message window.

9. When the Select Names window opens, click the dropdown menu under **Address book** and choose **Contacts** under your email address.

10. Your contacts will appear in the list below. Click the name of the Contact Group then click the **To ->** field. Click **OK** to return to the new email message.
11. The **Class Roster** Contact Group list is now in the **To...** text box. To see who is in the Class Roster Contact Group, click the plus sign (➕) to the left of the Contact List name. A warning message will appear; click **OK** to proceed.

12. The complete list of names who are members of this Contact Group will appear as shown below.

13. Complete the email message and send the message. Everyone in the Contact Group will now receive the message.