


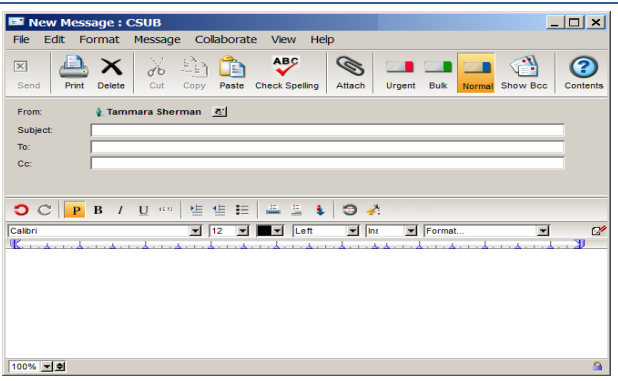
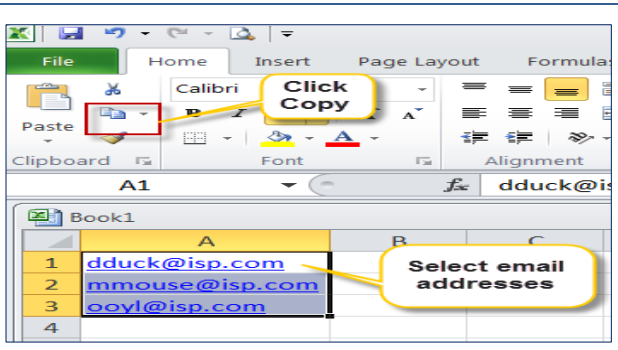

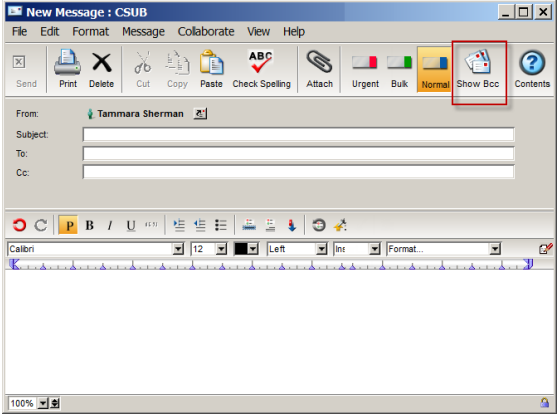
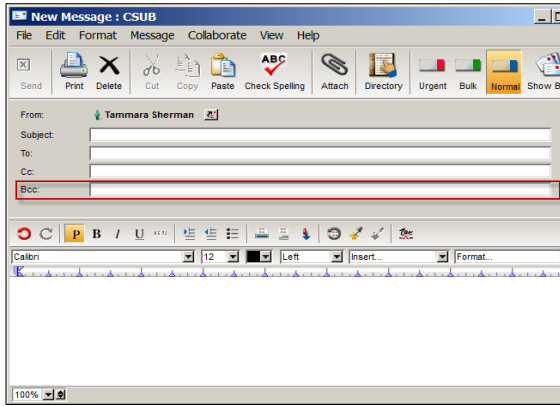
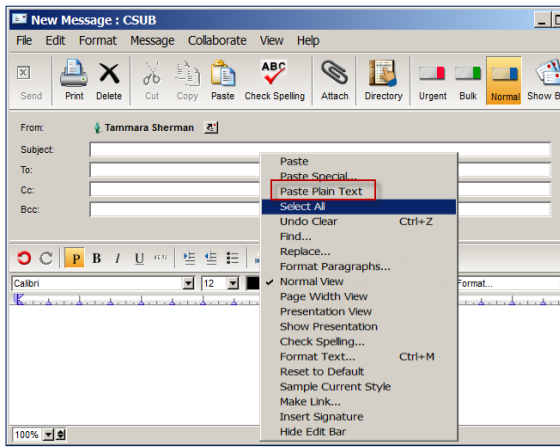
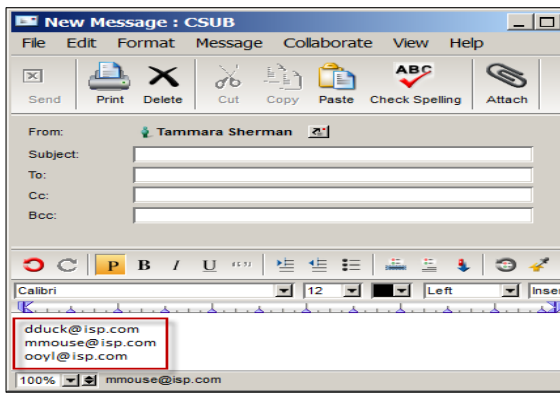


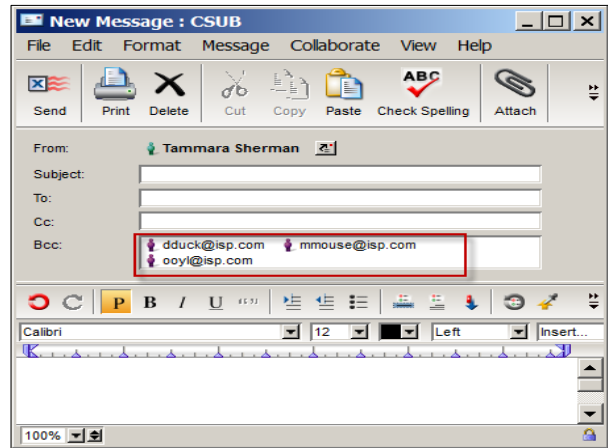
## Moving an Email List from Excel to FirstClass



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.

<p>1. Open your <b>FirstClass</b> mail client.</p>	
<p>2. In <b>FirstClass</b>, open up a new message by clicking the  button.</p>	
<p>3. The New Message box opens.</p>	
<p>4. In <b>Excel 2010</b>,</p> <ul style="list-style-type: none"> <li>• Select the email addresses</li> <li>• Click Copy</li> </ul>	

<p>5. In the <b>FirstClass New Message</b> box, click the  button.</p> <p>You may want to use the <b>BCC</b> (blind carbon copy) to avoid violating a student's FERPA rights.</p>	
<p>6. The <b>BCC</b> box appears.</p>	
<p>7. In the New Message:</p> <ul style="list-style-type: none"><li>• Right-click in the body of the new email</li><li>• Select <b>Paste Plain Text</b> from the pop-up menu</li></ul>	
<p>8. Your email list appears in the body of the message.</p>	

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

