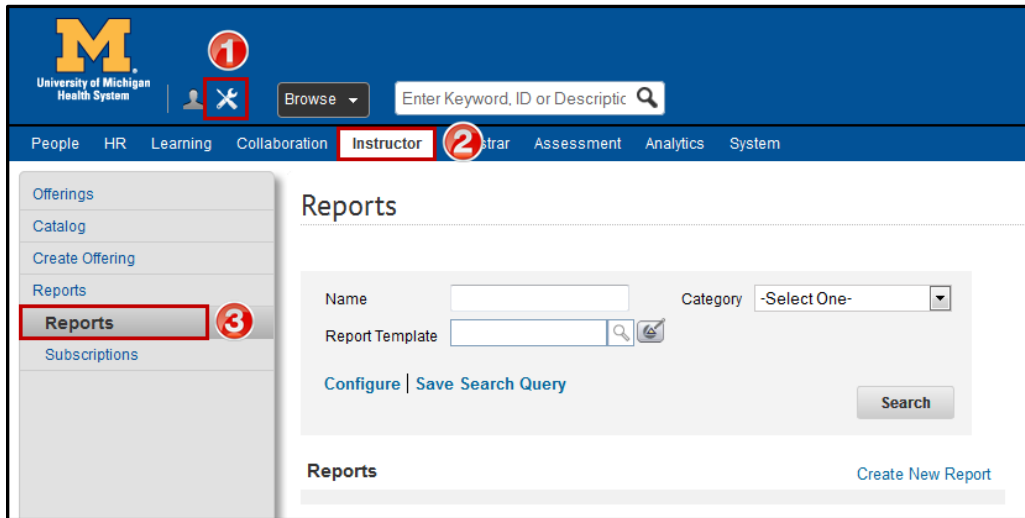


## Instructor: Emailing Learners Using Outlook

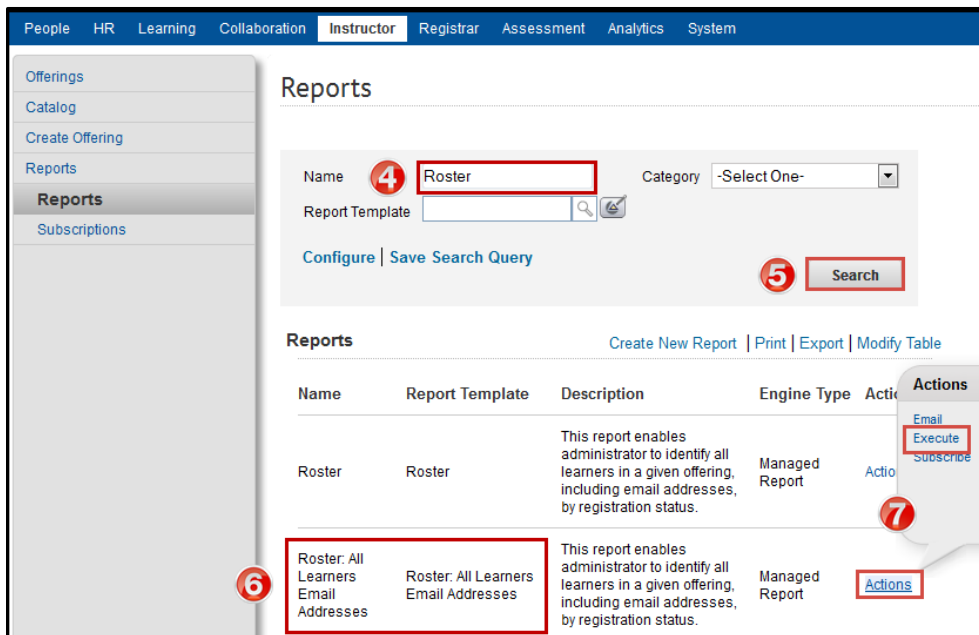
This process uses MicroSoft Excel. For Excel help, see the job aid **Excel Tips and Tricks** if needed.

### Part I: Execute the Report

1. Click the **Admin** icon.
2. Click the **Instructor** tab on the top page navigation.
3. Click **Reports**.

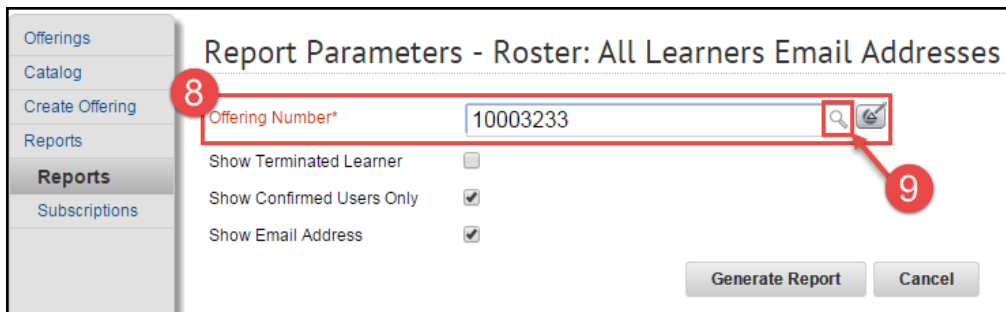


4. Insert "Roster" in the **Name Field** or leave the search empty.
  5. Click the **Search** button.
- Note:** Report options result below search field.
6. Find **Roster: All Learner Email Addresses**.
  7. Hover over the **Actions** hyperlink and click **Execute**.

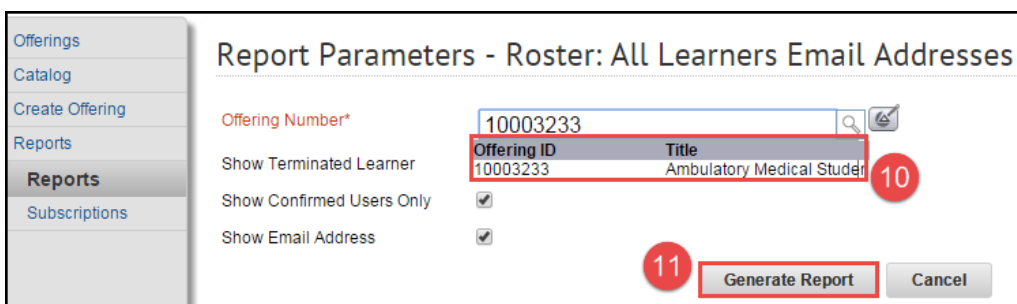


## Part II: Collecting the Information

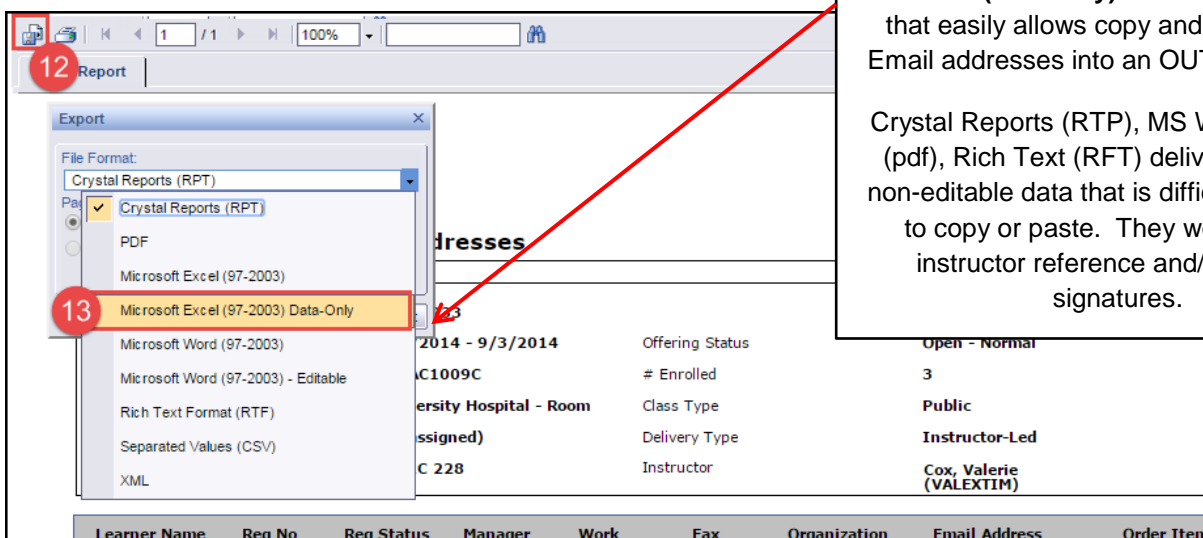
8. Insert the Offering Number in the **Offering Number** field.
9. Click the **Magnifying Glass** or wait for the **Offering ID/Title** to populate.



10. Click the result to set the Offering Number in the **Offering Number** field.
11. Click **Generate Report**.



12. Click the **Export this report** icon.
13. Select the format **Microsoft Excel (Data-Only)\***.

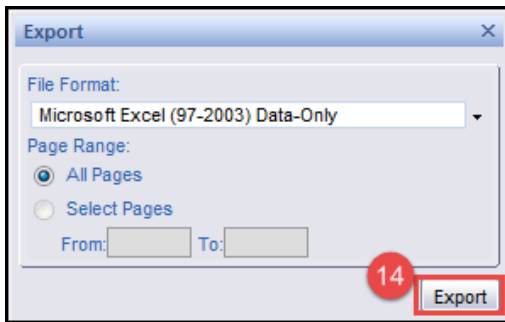


**\*Picking the format:**

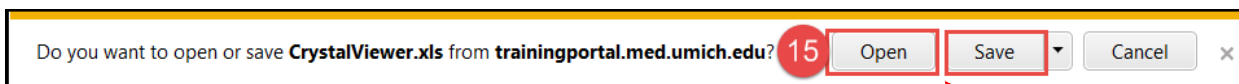
**MS Excel (data only)** delivers editable data that easily allows copy and paste of the Email addresses into an OUTLOOK email.

Crystal Reports (RTP), MS Word, Acrobat (pdf), Rich Text (RFT) deliver rosters as non-editable data that is difficult to capture to copy or paste. They work well for instructor reference and/or learner signatures.

14. Click the **Export** button.



15. **Save** the file to a personal computer or **Open** the file to immediately email it to the instructor.



- Click **Save** to save to a personal computer.
  1. Pick the file location.
  2. **Name** the file and identify the **file location**.
  3. Click **Save**.
  4. To email to the instructor after saving:
    - Open the file in the saved location.
    - Follow steps 3 – 7 below.
- Click **Open** to immediately mail to the instructor.
  1. Click **Enable Editing**, if prompted.
  2. Click the **File** tab.
  3. Click **Save and Send/Send Using Email**.
  4. Click **Send as an Attachment**.
    - Address the email to the instructor and change the subject to make it recognizable.
  5. Click **Send**.
    - The email is sent to the Instructor's **Outlook Inbox**.

**Important**

**Save the file** to a personal computer after exporting OR **Open it and email** it to the instructor.

**Part III: Emailing Learners Using Outlook**

16. Open **Outlook** and the **Excel** spreadsheet.

- Find the **Excel** spread sheet in the computer (if it was saved) or open it from the email (if it was emailed).

17. Select the cells in **Excel** containing the addresses and left click to copy them.

316350 UMH 4A	beckstei@umich.edu	Confirmed
021 UMHS U	ammeissne@umich.edu	Confirmed
021 UMHS Uncla	deal@umich.edu	Confirmed
021 UMHS Uncla	ddemeest@med.umich.edu	Confirmed

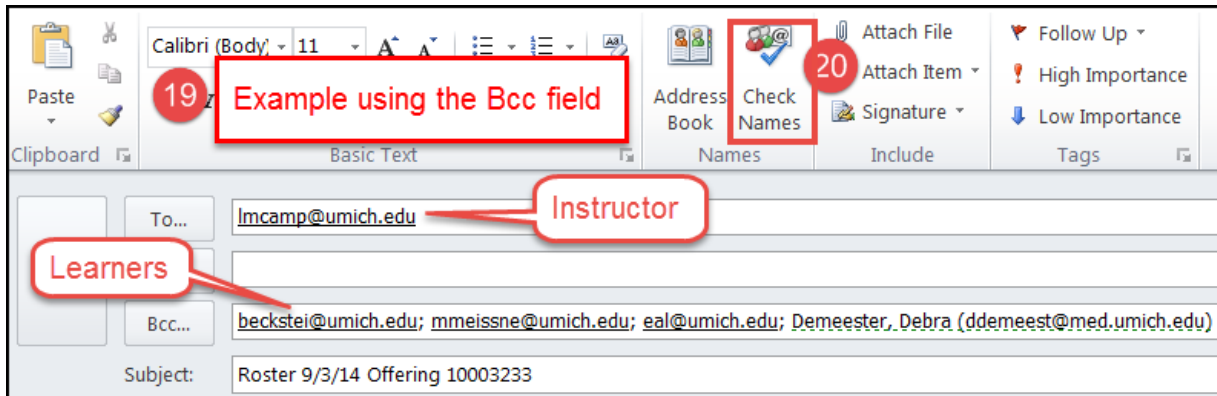
**Instructor: Emailing Learners Using Outlook**

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18. Open a new email in **Outlook**.
19. Paste (right click) the copied email addresses into the “To:” or “BCC:” fields. Include the instructor email to receive a copy.

**Note:** Pasting the addresses into the **Bcc** field hides participants names from each other, if necessary.

20. Click **Check Names**.



The email is addressed and ready for composition.