

# Create an Outlook Distribution List for your Class

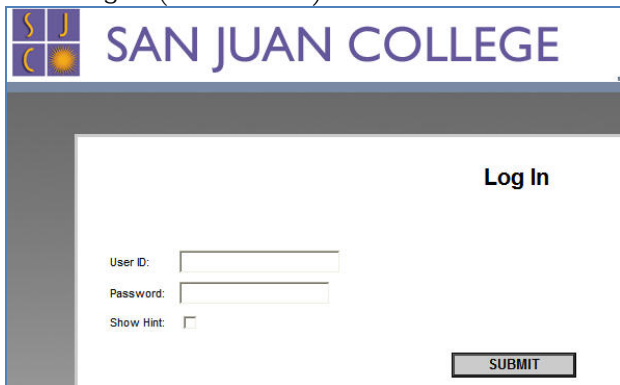
Copy Roster from Daisy



1. Log into Daisy (click below for the link to WebAdvisor/Daisy log in page)  
<https://webadvisor.sanjuancollege.edu/WASJC//WebAdvisor?&TYPE=M&PID=CORE-WBMAIN&TOKENIDX=7739009942>

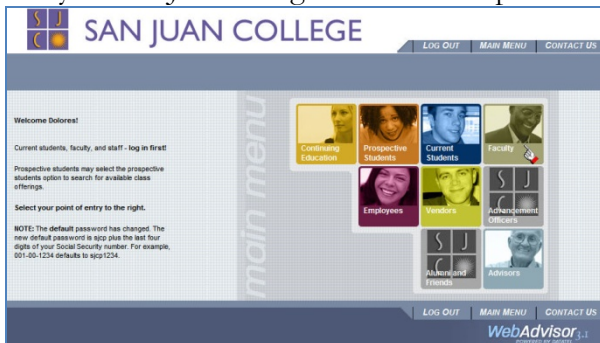


2. Be sure to maximize this window.
3. Click Log In (see red hand)



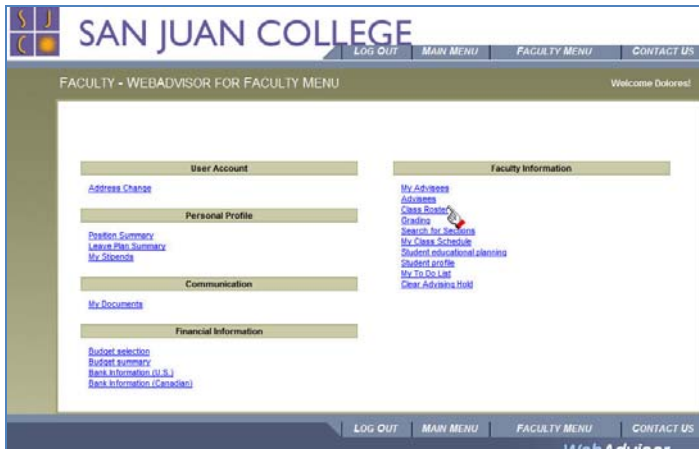
4. Use your San Juan College username and password and click

**Submit**

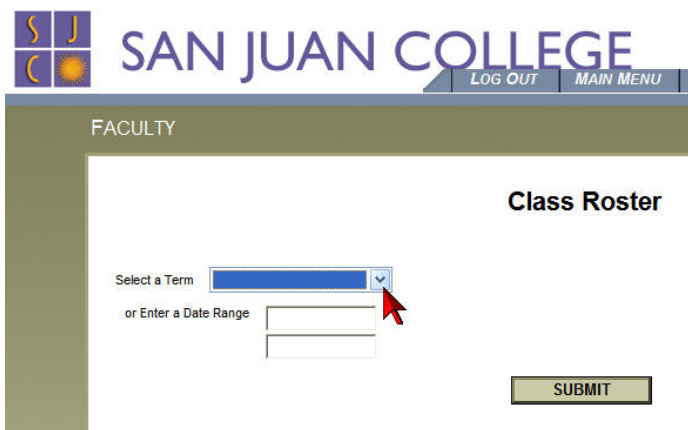


5. Click Faculty on the Main Menu.

## Create an Outlook Distribution List for your Class




6. Click Class roster under the Faculty Information section.



7. Select term and click **Submit**

8. Choose one class.

9. Click **Submit**

10.   
Start your click and drag left of "Student" column label

11. Continue to drag to the last student's right-most column to complete selection.

12. Copy selection by pressing the **CTRL** key and the "**C**" key at the same time.

### Paste list into Excel – Prepare Excel List for Importation

13. Start a new workbook in Excel.

14. Activate cell A1 if necessary.

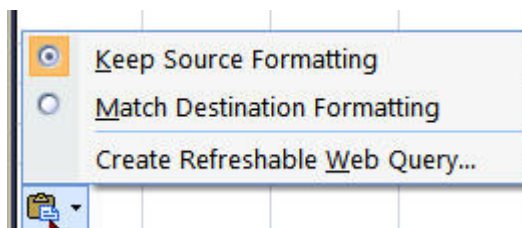
15. Paste.

Warning – do not worry if you see green 😊

## Create an Outlook Distribution List for your Class

Student Name	Student ID	Access	E-mail address	Pass Aud	Class	Status	Credits	CEUs	Student Profile
1	#	#	#	#	#	#	#	#	#
2	#	#	#	#	#	#	#	#	#
3	#	#	#	#	#	#	#	#	#
4	#	#	#	#	#	#	#	#	#
5	#	#	#	#	#	#	#	#	#
6	#	#	#	#	#	#	#	#	#
7	#	#	#	#	#	#	#	#	#
8	#	#	#	#	#	#	#	#	#
9	#	#	#	#	#	#	#	#	#
10	#	#	#	#	#	#	#	#	#
11	#	#	#	#	#	#	#	#	#
12	#	#	#	#	#	#	#	#	#
13	#	#	#	#	#	#	#	#	#
14	#	#	#	#	#	#	#	#	#
15	#	#	#	#	#	#	#	#	#
16	#	#	#	#	#	#	#	#	#
17	#	#	#	#	#	#	#	#	#

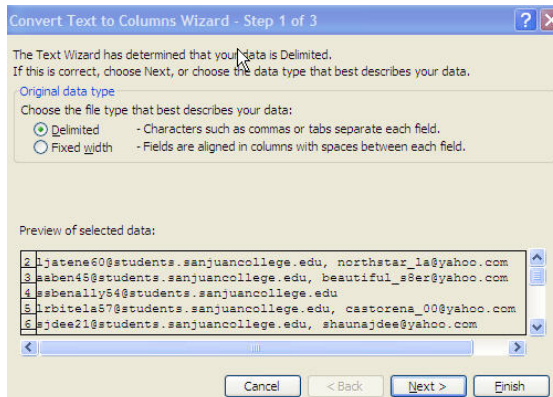
16. Click  smart tag (found usually right after pasting in the lower right corner of pasted material).



17. Select Match Destination Formatting

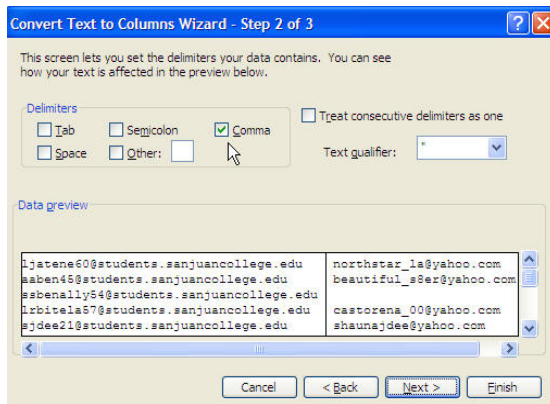
Separate the emails

18. Select the range of cells containing the email addresses.  
Should start with cell E3 through E## where ## is the last row of your worksheet. NOTE: only one column is selected!
19. Click on the Data ribbon.
20. Click on the Text to Column command on the Data Tools Chunk (2<sup>nd</sup> chunk from right)



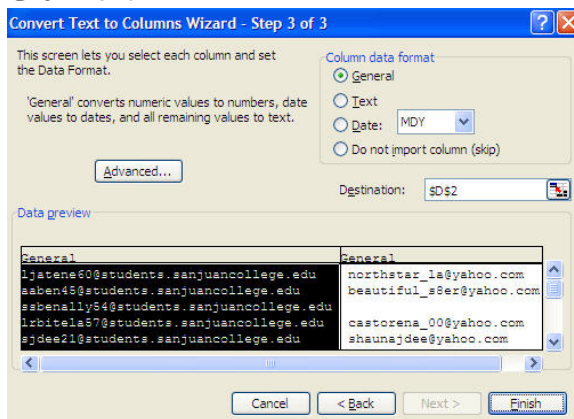
## Create an Outlook Distribution List for your Class

21. Click Next.

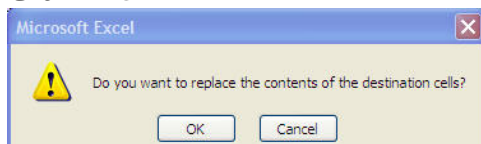


22. Turn off Tab and turn on Comma.

23. Click Next.



24. Click Finish.




25. Click OK if the above dialog box displays.

Copy only the first set of emails

1. Select the range of cells containing the email addresses.  
Should start with cell E3 through E## where ## is the last row of your worksheet. NOTE: only one column is selected!
2. Copy.



Create a new Contact Distribution List

3. Open Outlook and view Contacts .



## Create an Outlook Distribution List for your Class

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6. Click

Recap:

Remember DEO

**D**aisy – copy roster

**E**xcel – paste and name list

**O**utlook – import into a Contacts folder

IMPORTANT:

- Pay attention to how you select your roster in DAISY