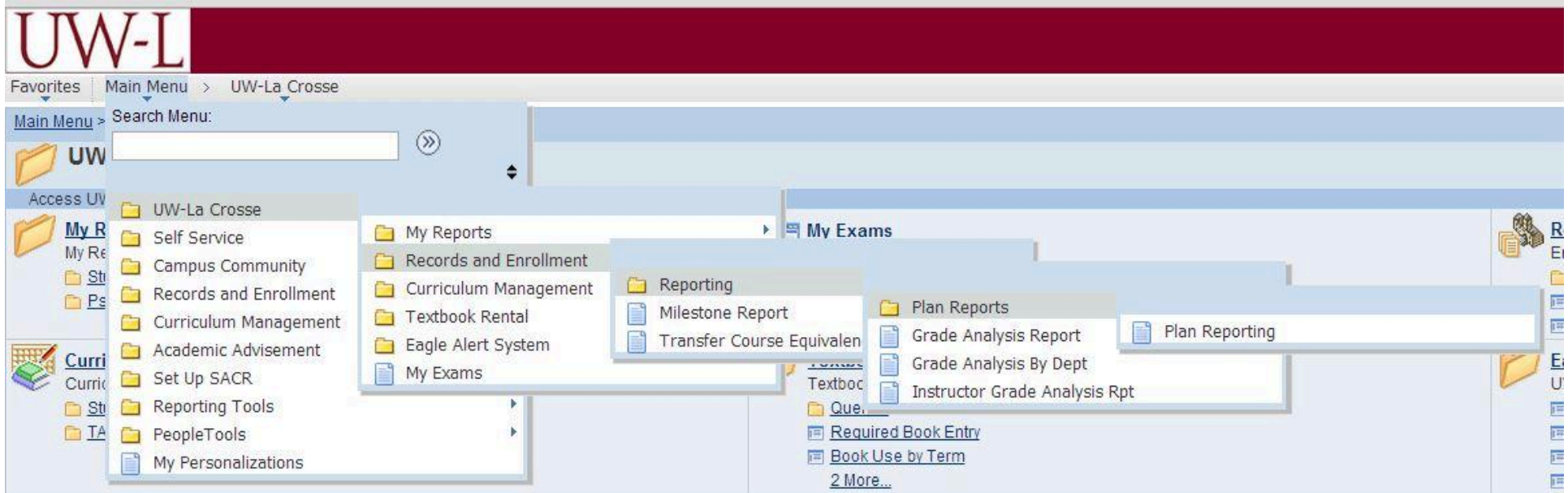


EMAIL ADDRESSES FOR MAJORS (or minors)

STEP 1: UW-La Crosse>Records and Enrollment>Reporting>Plan Reports>Plan Reporting



By Org | By Plans

Plan Report by Organization

Personalize | Find | View
All | First | 1 of 1 | Last

Academic Organization
1 PSYDEPT

Term

Format Type XLS

Generate Report

Save | Return to Search | Notify

By Org | By Plans

STEP 2: choose the “by org” or “by plans” tab

- ❑ the “by org” will be populated with your department (includes all of the plans associated with your department)

- ❑ the “by plans” will allow you to select by plans associated with your department

STEP 3: type in the current *term* number

STEP 4: download as a spreadsheet - choose XLS for *format type* (if you are having trouble - try Firefox rather than Chrome as a browser).

STEP 5: HELPFUL HINT - the file has more information than just email information. [A quick way to gain just the email addresses is to:](#) (screen shots on next page)

- ❑ select the email column and copy
- ❑ paste as “value” into a new tab’s column

- do an alpha sort
- delete the top rows that don't address (including the text "email")
- cut-and-paste the addresses into an email (bcc), or create a gmail "group", or save the excel file.
- Lists are updated throughout the semester as students add the major

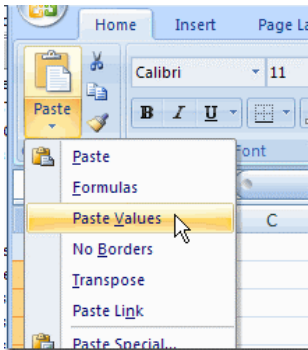
STEP 5: HELPFUL HINT - the file has more information than just email information. [A quick way to gain just the email addresses is to](#)

- select the email column and copy

The screenshot shows an Excel spreadsheet with a table of student information. The columns are labeled: Last Name, First Name, Middle, Sex, and Email. The email column is highlighted in blue. Above the table, there are summary statistics for gender and class level.

Class	Freshman	Sophomore	Junior	Senior	2nd Degree
Male	0	0	2	2	0
Female	0	3	4	0	0
Total	0	3	6	2	0

- paste as "value" into a new tab's column



- do an alpha sort
- delete the top rows that don't address (including the text "email" on rows)

	A
246	peverie@uwlax.edu
247	peverie@uwlax.edu
248	peverie@uwlax.edu
249	Email
250	Email
251	Email
252	Email
253	Email
254	Email
255	Email
256	Email
257	Email
258	Email

- cut-and-paste the addresses into an email (bcc), or create a gmail “group”, or save the excel file.
- Lists are updated throughout the semester as students add the major