## How to Email Your MyRIC Class Roster Using Outlook

## By Scott Badger

Welcome to MyRIC	05/14/20	15
Faculty Center	0 -	Sta
Class Search		Stat
Browse Course Catalog		Biwe
Class Roster		lf yo
Grade Roster		can
My Schedule		Ton
Newly Scheduled Classes		A gu
Advisor Center	0 V	Instr
		Arc

1. Go to your class roster in MyRIC.

	Find   🗖   🐂 First	rst 🛙 1-16 of 16 🗖 Last			
s	Program and Plan	Level	Notes		
	Ugrad Degree Management -				

2. Click the Download icon to download your class roster to an Excel file.

pening ps.xls	X
You have chosen to	open:
ps.xls	
which is: Micr	osoft Excel 97-2003 Worksheet
from: https://	pscs.ric.edu
What should Firefo	x do with this file?
Dpen with	Microsoft Excel (default)
🖱 <u>S</u> ave File	
Do this auto	omatically for files like this from now on.
	OK Cancel

3. Open the file.

Microsoft	Excel			- I		X
<u> </u>	The file format and extension of 'ps.xls open it anyway?	' don't match. The file o	could be corrupte	d or unsafe. Unless ;	/ou trust its source, don't open i	t. Do you want to
	Was this information beinful?	Yes	No	Help		
	Was this information helpful?					

4. Click Yes.

	Α	В	С	D	E	F	G
	Notify	Photo	ID	Name	Telephone	Reason	Gra
1					401/456-		
		Photo	111111	Badger,Scott E	8803	ENRL	
1					401/456-		
		Photo	222222	Mello,Jack	8803	ENRL	
1					401/456-		
		Photo	222222	Jackson,Kyle	8803	ENRL	

5. Highlight your students' names in the Excel file and then copy the information.

Badger,Scott E	
Mello,Jack	
Jackson,Kyle	

6. Paste the copied names into a new blank Word document.

	TABLE T	OOLS	~				?	<u> </u>	٥
AT	DESIGN	LAY	ουτ	<u> </u>				Badger,	Scott E.
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7. Place your insertion point within any of the table cell and then select Table Tools Layout > Convert to Text.

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8. Make sure that "Paragraph marks" is selected and then click Ok.

Before	After
Badger Scott E	Badger, Scott E
Mello Jack	Mello, Jack
Jackson Kyle	Jackson, Kyle

- 9. Now place a space after the comma.
- 10. Copy the names in the Word document.
- 11. Open a new message in Outlook.

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ة <u>=</u>	То	Badger, Scott E Mello, Jack Jackson, Kyle							
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2	<u>u</u> bject								
Scott Bac Rhode Is Office: 4 Email: <u>sb</u> Visit user	dger, Lead land Colle 01-456-87 adger@rit r Support	d Programmer ege 66   Help Desk <u>c.edu</u> Services at: <u>wr</u>	Consultant :: 401-456-88 ww.ric.edu/	303 <u>uss</u>					

12. Paste in the copied names within the To field

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FILE	MESSAGE	INSERT	OPTIONS	FORMAT	TEXT	REVIEW		
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ः • <u>S</u> end	To <u>.</u> <u>C</u> c ] S <u>u</u> bject	Badger, Scott E	E.; Mello, Ja	<u>dk L.;</u> 🗆 <u>Jadk</u>	son, Kyle :	<u>].</u>		

- 13. Now click in the subject field and noticed that your student names have been recognized.
- 14. You are now ready to enter in enter your email subject, message, attach file and then you can send the email off to your students.