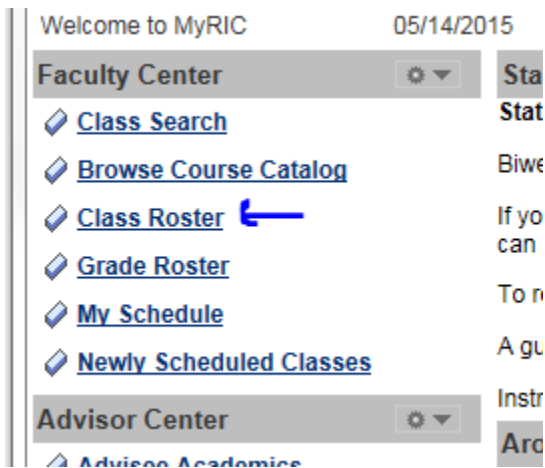
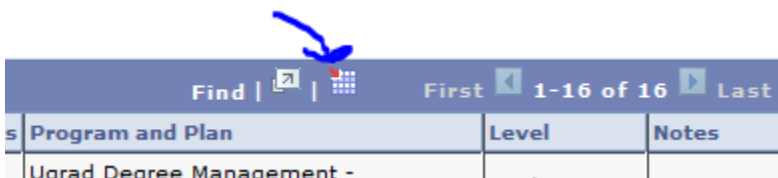


How to Email Your MyRIC Class Roster Using Outlook

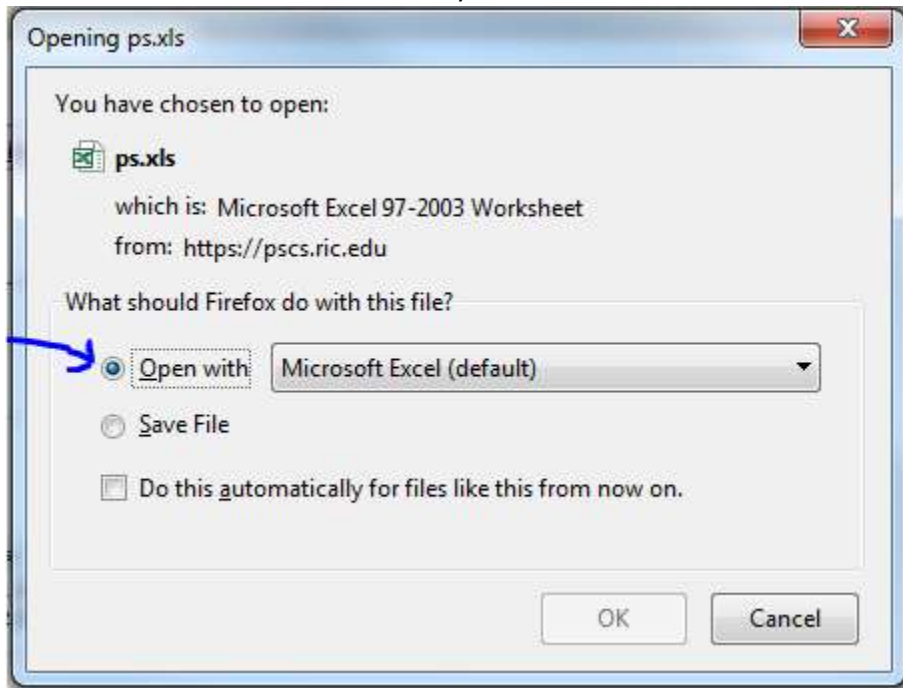
By Scott Badger



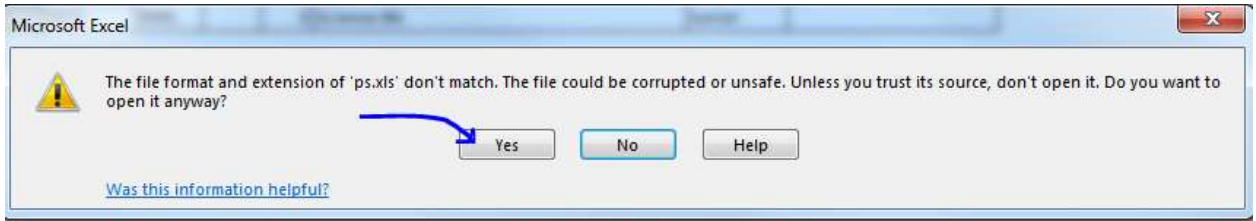
1. Go to your class roster in MyRIC.



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



3. Open the file.



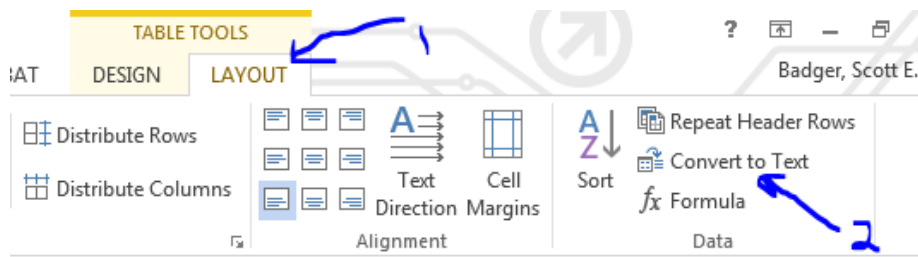
- Click Yes.

A	B	C	D	E	F	G
Notify	Photo	ID	Name	Telephone	Reason	Gra
	Photo	111111	Badger, Scott E	401/456-8803	ENRL	
	Photo	222222	Mello, Jack	401/456-8803	ENRL	
	Photo	222222	Jackson, Kyle	401/456-8803	ENRL	

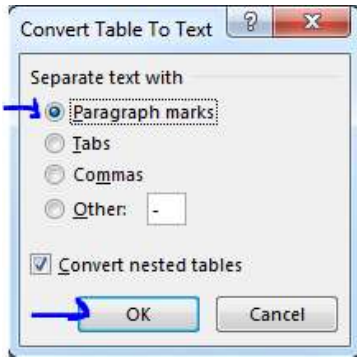
- Highlight your students' names in the Excel file and then copy the information.

<u>Badger, Scott E</u>
<u>Mello, Jack</u>
<u>Jackson, Kyle</u>

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



- Place your insertion point within any of the table cell and then select Table Tools Layout > Convert to Text.



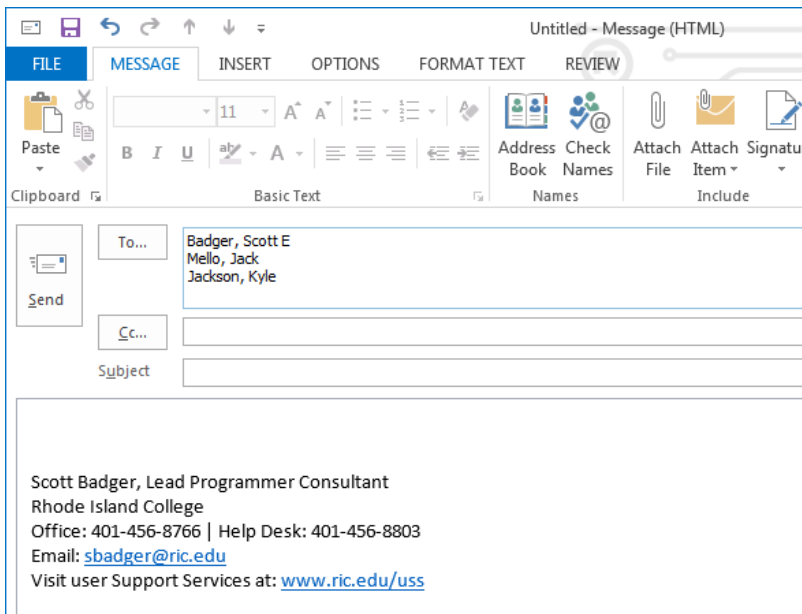
8. Make sure that “Paragraph marks” is selected and then click Ok.

Before	After
<p>Badger,Scott E</p> <p>Mello,Jack</p> <p>Jackson,Kyle</p>	<p>Badger, Scott E</p> <p>Mello, Jack</p> <p>Jackson, Kyle</p>

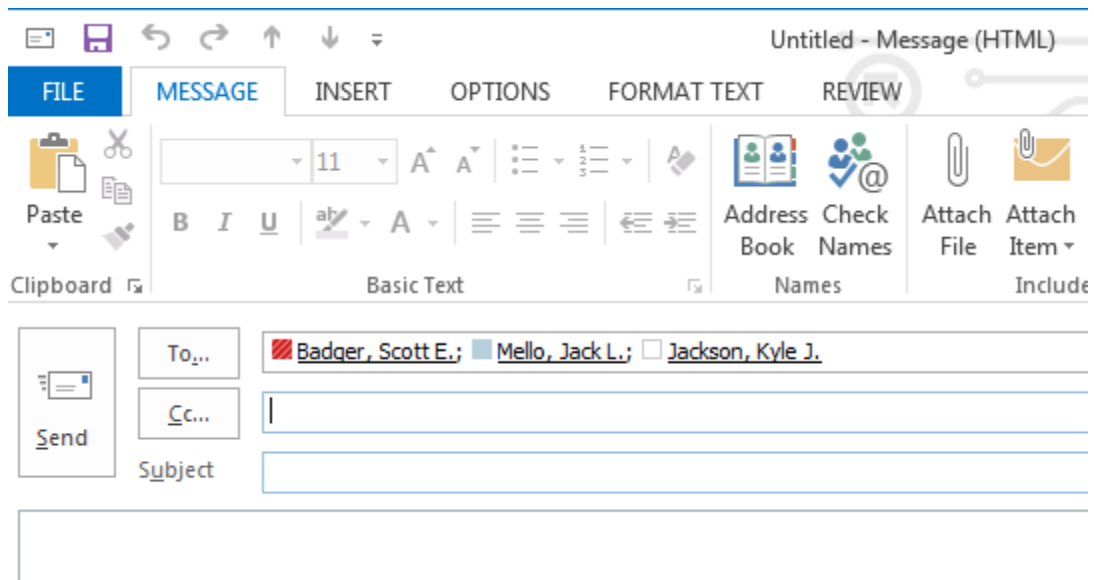
9. Now place a space after the comma.

10. Copy the names in the Word document.

11. Open a new message in Outlook.



12. Paste in the copied names within the To field



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.