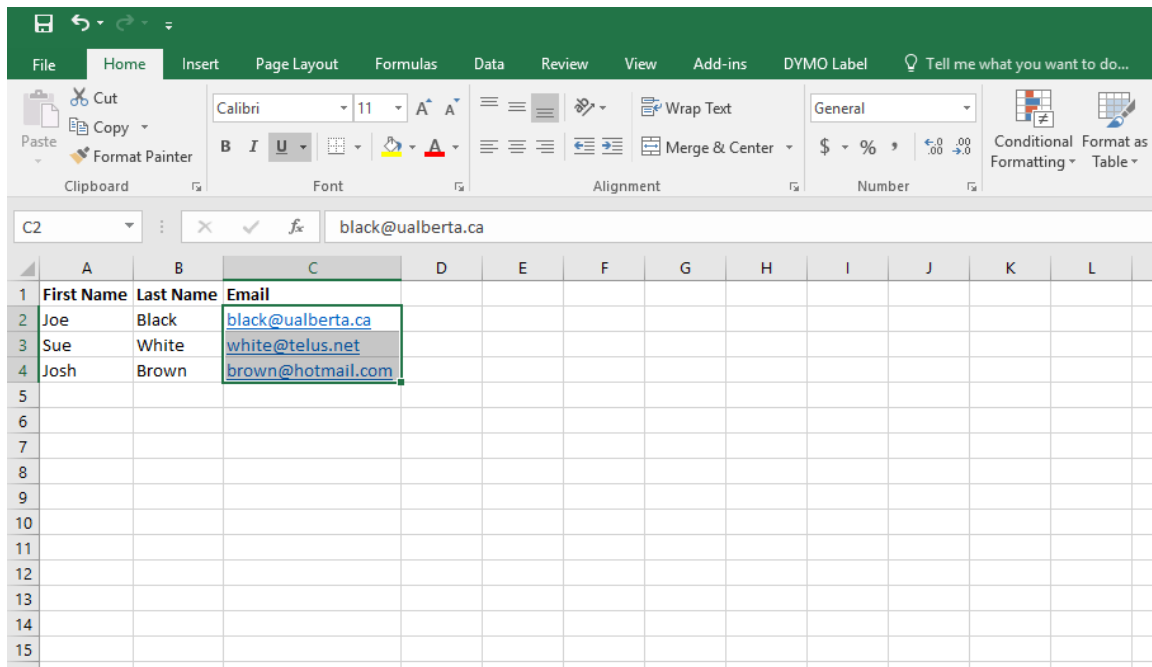




Resource: Mass Emailing your Classmates

Step 1: Highlight the cells in the email address column by clicking and dragging your cursor down the cells. The highlighted cells will look like this:

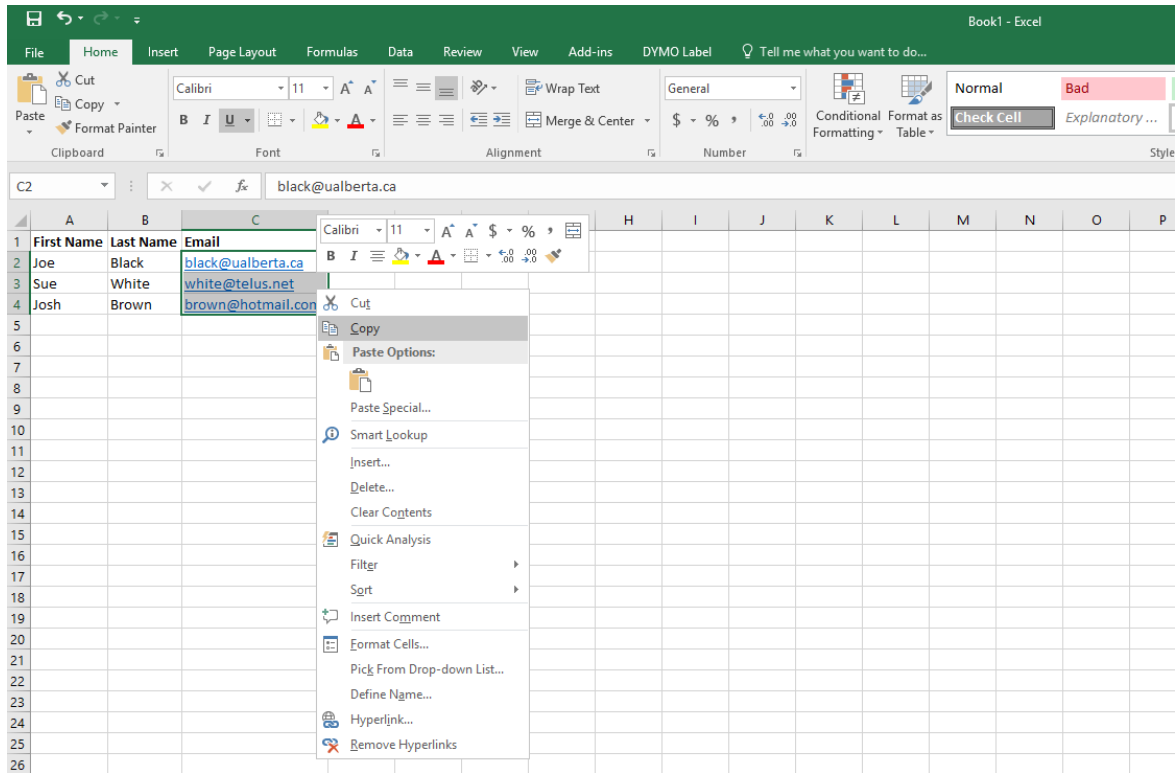


The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The spreadsheet has three columns: 'First Name', 'Last Name', and 'Email'. The email addresses are highlighted in blue. The formula bar shows the active cell is C2, containing the text 'black@ualberta.ca'.

	A	B	C	D	E	F	G	H	I	J	K	L
1	First Name	Last Name	Email									
2	Joe	Black	black@ualberta.ca									
3	Sue	White	white@telus.net									
4	Josh	Brown	brown@hotmail.com									
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												



Step 2: Right click on the highlighted cells and then click “copy.”





Step 3: Open your email and click to compose a message. On the Bcc line, right click and click “paste.” The email addresses you copied will appear in the Bcc line. You can now compose your email and send!

Note that when you put email addresses in the Bcc line, the recipients of the email will not see the email addresses from others. Please ensure you are doing this to protect the privacy of your classmates.

New Message

From Elise Hetu <elise.hetu@ualberta.ca> Cc

To

Bcc

Subject

--

Elise H

Assista

Faculty

Univers

2J3 Wa

Tel: 781

The Uni

of First Nations and Métis people.

Undo Ctrl+Z

Redo Ctrl+Shift+Z

Cut Ctrl+X

Copy Ctrl+C

Paste Ctrl+V

Paste as plain text Ctrl+Shift+V

Select all Ctrl+A

Spell check

Writing Direction

Inspect Ctrl+Shift+I

re

(Amiskwaciwâskahikan) on Treaty 6 territory, traditional lands

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