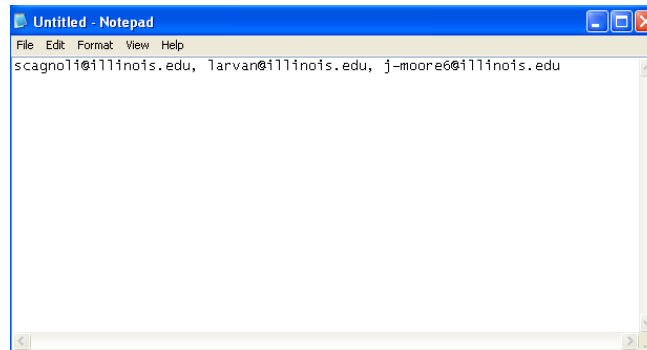
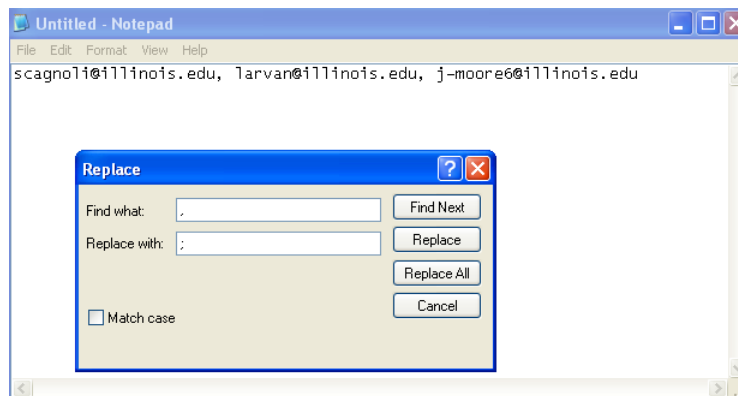


Create an Outlook Distribution List (DL) from a Class Roster in Banner:

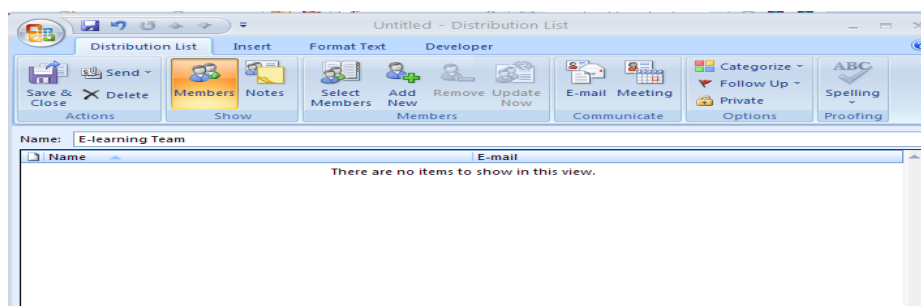
- 1) Retrieve your students' email addresses from Banner – see <http://ilcompass.blogspot.com/2009/08/retrieve-email-addresses-from-class.html>.
- 2) With your mouse, select all of the email addresses, and type Ctrl-C to copy them to the clipboard.
- 3) Open a new Notepad document, and type Ctrl-V to paste the addresses into the document.



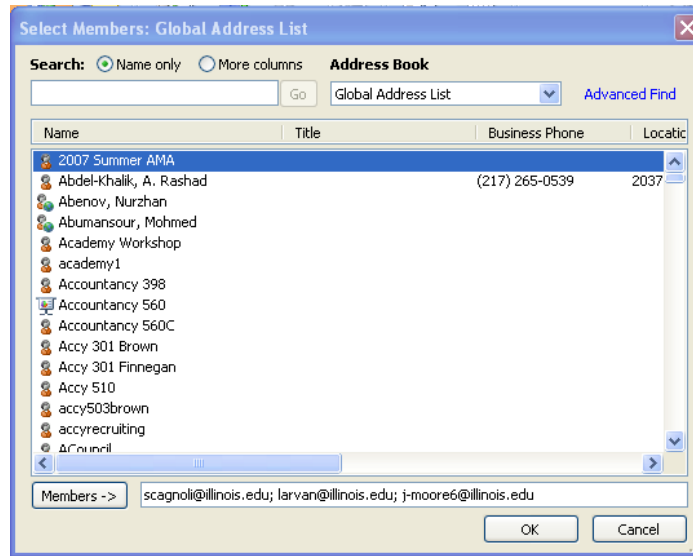
- 4) The email addresses are separated by commas, but they must be separated by semicolons in order to be pasted into an Outlook DL. In Notepad, choose Edit, Replace. Find all commas and replace them with semicolons. Click Replace All, then click Cancel to close the Replace box.



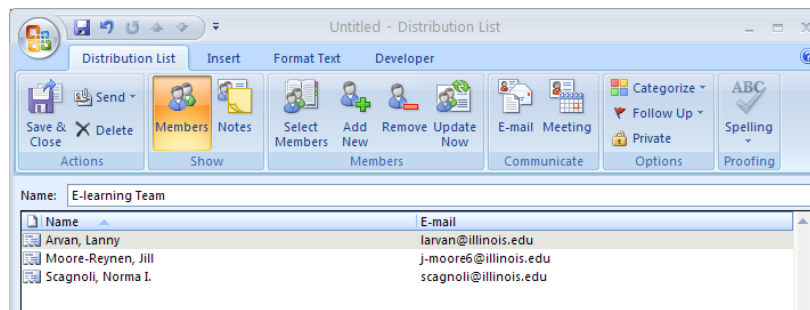
- 5) Select the email addresses from the Notepad document that are now separated by semicolons. Type Ctrl-C to copy them to the clipboard.
- 6) Go to Outlook and select File, New, Distribution List.
- 7) Type a name for your Distribution List in the Name field.



- 8) Click the Select Members button.
- 9) In the Members field, type Ctrl-V to paste the semicolon separated email addresses into the field.



- 10) Click OK.
- 11) Click Save & Close to save your new Distribution List.



- 12) You can close Notepad, no need to save the file.