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How to Export a Course Roster for Group Emails

The OLLI Office will email you a personalized link to your upcoming class's roster. Keep that email where you can easily find it.

To access and export your class roster:

1. Click on the Roster link to open your roster online.
    a. Consider saving this list as a 'favorite' or a 'bookmark' and label it something easily identifiable (ex: OLLI Winter 2025 class roster).
2. Click on Export icon in the upper left corner:
    a. The other icon is a print icon.
3. The roster file will download/export into the spreadsheet application you use (Excel or Numbers).
    a. Sometimes the file will download and appear in a tab at the top or bottom of your screen which you can open with one click.
    b. Other times it will download directly into your 'Downloads' folder. Go to your downloads folder to find it and click to open it.
4. Open the spreadsheet.
5. Find the column containing email addresses and select (highlight) them all. You can click on the top box and drag your mouse to the bottom to select them.

6. Once you have highlighted the email addresses, copy them.
    a. On a Windows PC, right click on the mouse and select the word ‘copy,’ … or … simply press Ctrl and C.
    b. On a MAC press Command and C.

    The email addresses are now copied to your clipboard and remain there until you paste them into the email you are composing.

7. Go to your usual email program and Open/Compose a new email.
8. Click on the ‘bcc’ tab or button and paste the email addresses you already copied from your roster.
    a. On a Windows PC, right click on the mouse and select the word ‘paste,’ or simply click Ctrl and V.
    b. On a MAC press Command and V.
9. Add your own email address in the ‘To’ section. Compose your email and hit send.

Be sure to export a new student list each time you’re contacting your class (following the steps above) to ensure your class roster is current.