CREATING AN EMAIL DISTRIBUTION LIST FOR YOUR ADVISEES

1. Log In to Campus Cruiser. Click on the “Address Book” link on the left-hand side of the “My Cruiser” page:

2. On the “My Address Book” page, click on the “New List” button toward the top of the page:
3. The “Contact List Detail” page will be displayed. In the “List Name” field, type in a descriptive name for the address list you will be creating (ex: SP/08 Advises):

4. Leaving the “contact List Detail” page active, open up the Excel spreadsheet that contains your advisees’ email addresses:
5. Copy the email addresses to the clipboard.
   a. To copy the email addresses, left click on the first address and drag the mouse to the end of the list, highlighting all of the addresses.
   b. Click on “Edit” from the tool bar and then click on “Copy” from the drop-down menu.

6. Go back to the “Contact List Detail” page. Click on the “Enter Addresses in Bulk” button:
7. The “Enter Addresses” window will open:

8. Right click in the box where the addresses will appear. Select “Paste” from the menu that appears:
9. The addresses that you copied should now appear in the box:

Enter Addresses

You can use this area to enter a series of addresses. You can either type in the address or you can paste the information from some other applications. Each address should be separated by a semi-colon.

When you're done, press the Done button to continue.

10. Insert a semi-colon (;) at the end of each of the addresses:
11. Click the “Done” button after you insert the last semi-colon. You will be returned to the “Contact List Detail” page. The addresses that you copied and pasted from the Excel spreadsheet should be visible in the box; however, the semi-colons that you entered will not be visible.

12. Click the “Save” button.

13. The distribution list that you have created will now appear under Contacts on the “My Address Book” page: