

## CONVERTING AN EXCEL FILE TO THE PROPER FORMAT FOR SENDING MASS EMAILS

The following screenshot shows you the format needed with first name, last name, and email columns. Once you have the Excel file in this format, you can select SaveAs to save the file as a .csv comma delimited file. A .csv file can be changed to a .txt file simply by renaming the file and changing the 'csv' to 'txt'. Our mass email vendor will accept either of those formats.

**Remove all columns and rows except those containing the students' firstname, lastname, and email address:**

	A	B	C	D	E
1	John	Smith	johnsmith@gmail.com		
2	Joe	Jacobs	joestudent@yahoo.com		
3	Mary Beth	Jones	maryb@yahoo.com		
4					
5					