

# Creating a list of email addresses



This tutorial explains how to create a list of email addresses. This allows you to send an email to a whole list of people from an external email account.



**Applications > Lists of students/applicants**



A **user** is a person managing the EConsort application.

An **applicant** is an applying student.

A **student** is an applicant who has been admitted.



Printscreens in this tutorial are centered and indicated by a box.



Watch the corresponding video tutorial online by clicking the 'Play' icon.

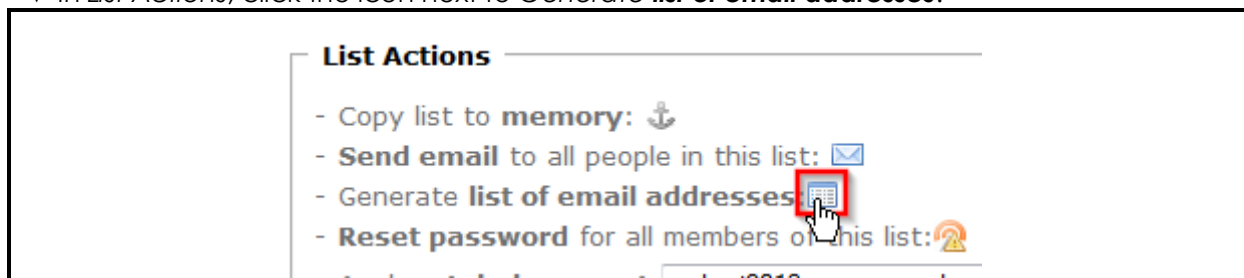
▼ Click [the list of students/applicants](#) you want to retrieve the email addresses from:

Open all | Collapse all

## Lists

- 20110217member (8)
- 20110227aanmeld (1)
- 20110227applicants (15)
- 20110228tweetal (2)
- 2013\_applications\_nonEU (1)
- a first testlist (5)
- Cohort\_2008 (13)
- Cohort2007-2009 (3)
- Economy\_applicants (4)
- Economy\_cohort2013 (3)
- MG\_list\_1 (9)
- rule 1 (updated: 28-5-2013) (1)
- Summer school (63)
- test\_lijs (4)
- testlijst (3)
- testlijst (4)
- testlijst159 (5)
- Add new folder

▼ In *List Actions*, click the icon next to Generate **list of email addresses**:



▼ You get [a list of email addresses](#) and the corresponding [list of names](#):

## Compiled contact info for list Summer school

### List of email addresses

ulfahregar@yahoo.com; jiza-jiza@mail.ru; rabi-ttc@sust.edu; econsort@ugent.be; econsort@ugent.be; econsort@ugent.be; econsort@ugent.be; econsort@ugent.be; i.newton@hotmail.com; h.claus@hotmail.com;

### List of names

Siregar Ulfah Mardhiah ,jukeeva julduz julduz ,G.M. Rabiul Islam ,D'hont Sofie ,Usama Ibrahim ,Vlaeminck Kimet Isaac ,Claus Hugo ,

▲ All email addresses are separated by a semicolon, so you can just select them and paste them into your own email interface.