

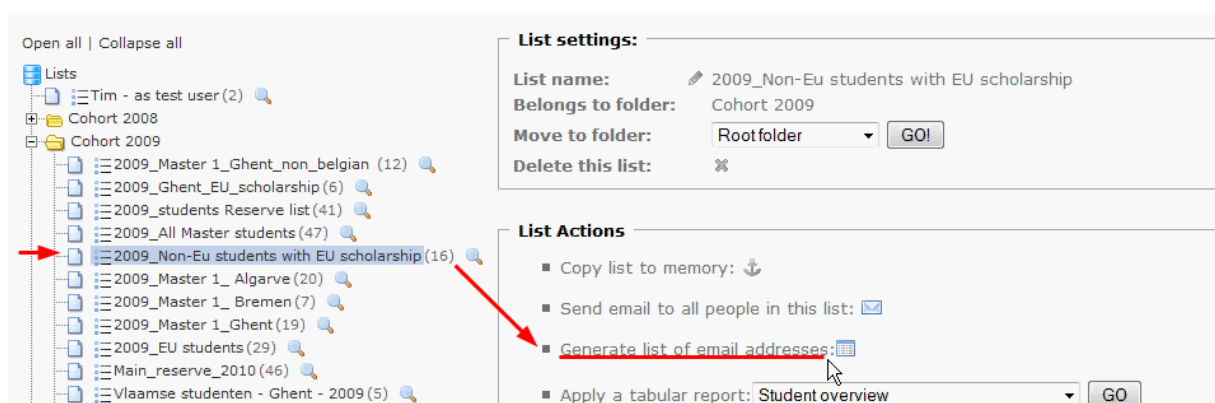
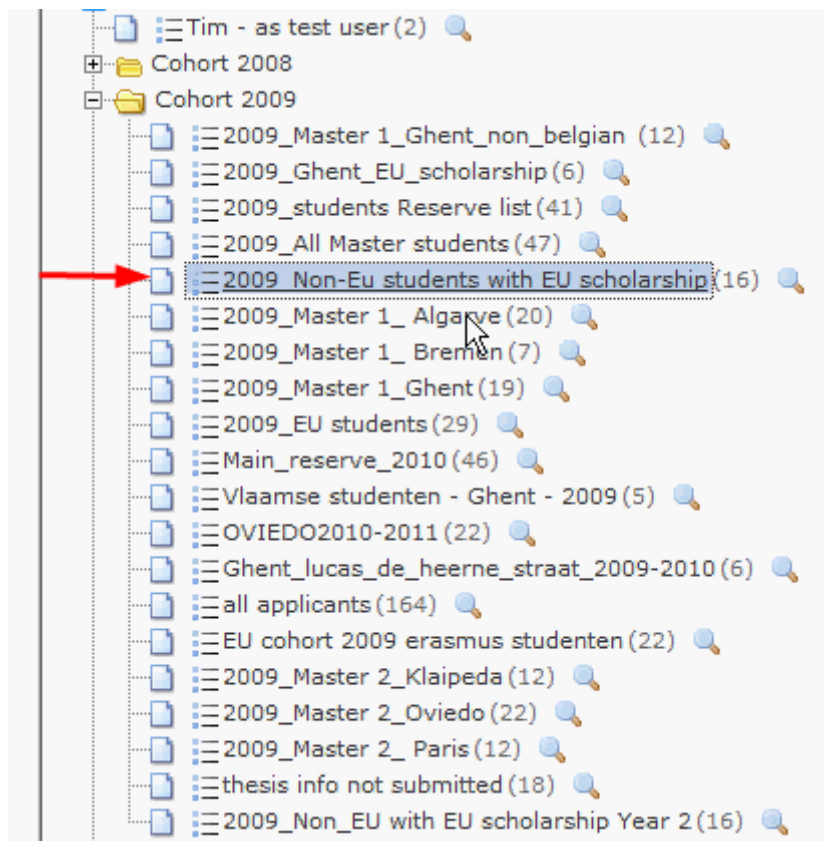
## Making a list of emailaddresses

To make a list of emailaddresses (sometimes required within your EConsort environment), go to “applications”, “list of students/applicants”

The screenshot displays the EConsort EMBC web application. The top navigation bar includes 'Home', 'Applications', and 'Students'. The 'Applications' menu is expanded, showing options like 'List of all applications', 'List of all submitted applications', 'Add new applicant', 'Applicant reports', 'Lists of students/applicants' (highlighted with a red arrow), and 'Send bulk email'. A red arrow also points to the 'Applications' tab. Below the navigation bar, there is a 'Tasks ...' section, a 'News ...' section, and an 'Add new' section with a sub-section 'Add message'. On the right side, a vertical list of cohorts is visible, including '2008\_Master 1\_Ghent', '2008\_Master 1\_Algarve', '2008\_Master 1\_Bremen', '2008\_students from EU', '2008\_Master 2\_Klaipeda', '2008\_Master 2\_Oviedo', '2008\_Master 2\_Paris', '2008\_All Master students', '2008\_students without scholarship', 'Tim - as test user', '2009\_students Reserve list', '2009\_All Master students', '2009\_Non-Eu students with EU scholarship', '2009\_Master 1\_Algarve', '2009\_Master 1\_Bremen', '2009\_Master 1\_Ghent', '2009\_EU students', '2008\_Thesis Ghent students', '2008\_students with EU scholarship', '2009\_Master 1\_Ghent\_non\_belgian', '2009\_Ghent\_EU\_scholarship', '2008\_oviedo\_non\_EU', 'Cohort 2008', and 'Cohort 2009'.

2008_Master 1_Ghent
2008_Master 1_Algarve
2008_Master 1_Bremen
2008_students from EU
2008_Master 2_Klaipeda
2008_Master 2_Oviedo
2008_Master 2_Paris
2008_All Master students
2008_students without scholarship
Tim - as test user
2009_students Reserve list
2009_All Master students
2009_Non-Eu students with EU scholarship
2009_Master 1_Algarve
2009_Master 1_Bremen
2009_Master 1_Ghent
2009_EU students
2008_Thesis Ghent students
2008_students with EU scholarship
2009_Master 1_Ghent_non_belgian
2009_Ghent_EU_scholarship
2008_oviedo_non_EU
Cohort 2008
Cohort 2009

On the next page you choose the list of students/applicants from which you would make your list. (in this example we use “2009 Non-EU-students with EU scholarship”



Select “Generate list of email addresses”

A new screen will show you all students/applicants of this group, by email and by name.



**Compiled contact info for list 2009\_Non-Eu students with EU scholarship**

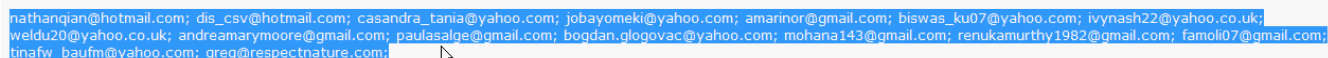
**List of email addresses**

nathanqian@hotmail.com; dis\_csv@hotmail.com; casandra\_tania@yahoo.com; jobayomeki@yahoo.com; amarinor@gmail.com; biswas\_ku07@yahoo.com; ivynash22@yahoo.co.uk; weldu20@yahoo.co.uk; andreamarymoore@gmail.com; paulasalge@gmail.com; bogdan.glogovac@yahoo.com; mohana143@gmail.com; renukamurthy1982@gmail.com; famoli07@gmail.com; tinafw\_baufm@yahoo.com; greg@respectnature.com;

**List of names**

Qian Kaicheng ,Alves Renata Mamede da Silva ,Tania Casandra ,Mebratom Yohannes ,Mariño Ramos Angélica ,Biswas Bhabananda ,LOMOTÉY IVY ,Debretsion Andom Weldu ,Moore Andrea ,Guimarães Salge Paula ,Glogovac Bogdan ,Anjaneya Reddy Mohan ,SAMUDRAHALLI GOVINDE GOWDA RENUKA MURTHY ,Khan Md. Faisal Abedin ,Tina Fahmida Wazed ,Puncher Gregory Neils ,

As you notice, the emailaddresses are separated by semicolons, by selecting (all of) them, and copying them, you can paste them directly into your email, this is an easy way how you can send an email to a certain group of people.



nathanqian@hotmail.com; dis\_csv@hotmail.com; casandra\_tania@yahoo.com; jobayomeki@yahoo.com; amarinor@gmail.com; biswas\_ku07@yahoo.com; ivynash22@yahoo.co.uk; weldu20@yahoo.co.uk; andreamarymoore@gmail.com; paulasalge@gmail.com; bogdan.glogovac@yahoo.com; mohana143@gmail.com; renukamurthy1982@gmail.com; famoli07@gmail.com; tinafw\_baufm@yahoo.com; greg@respectnature.com;