How to Use Email Class Function in Interact

To access the email class function, sign on to interact.wilkes.edu with your Wilkes Identification Number and Web Access PIN.

At the first menu, select Faculty Services:

Under the Faculty Services menu, select **Summary Class List**.
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The next page will prompt for a specific term, select the appropriate term, then click on “Submit”:

Select Term

Select the Term for processing then press the Submit Term button.

Select a Term:
- Project Semester A - January
- Project Semester B - June
- Intersession 08
- Fall 2005
- Summer 2005
- Project Semester A - January
- Spring 2005
- Intersession 2005
- Fall 2004

Subsequently, the page will query for a specific course reference number (CRN). Select the preferred CRN*:

*Note: The specific CRNs used for this example have been removed.

Select CRN

CRN:  

Submit

RELEASE: 6.1
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When the *Summary Faculty Class List* appears on the next page, scroll to the bottom of the page. Click on the link, “Email Class.”

After clicking on the link, the entire class’ Wilkes University email addresses will be inputted into the address field of a new Outlook message, delimited by commas. *During the email conversion, the Wilkes University email addresses for students were set as the preferred email addresses.*

IF the default Outlook options are set to allow commas as separators, the commas will automatically change to semi-colons.

How do I Create a Distribution List for my Class?

The most straightforward way to create a distribution list is to do so within Outlook. Before you mail the message select and copy the address. Select “Contacts”
How to Use Email Class Function in Interact

- In the Contacts section of Outlook, click on the down arrow (▼) next to New on the menu and drop down to the Distribution List option.
- A distribution list page will appear allowing you to name the list.
- Click on the “Select Members” button.
- Paste the email addresses you copied in the box next to “Members ->”.
- Click “OK”.
- Click “Save and Close”.
- That’s it for creating your distribution list.
How to Use Email Class Function in Interact

To use your distribution list:

- Click on the “To…” button in a new message and select the “Contacts” selection from the dropdown list
- Scroll down to the distribution list for your class and click on “To->”
- Click “OK”

- Now your ready to complete your message
- If you wish to see all the members of the list just click on the plus box
How can I Create a Column of Email Addresses in Excel?

To copy email addresses into Excel, copy the semi-colon separated addresses into a text file and save the file as a [.txt] file. Open up the file in Excel. Excel will recognize the file as delimited:

- Choose “Delimited” and click “Next”
- Choose “Semicolon” and click “Next”
- Then click “Finish”
How to Use Email Class Function in Interact

To convert the row of emails to a column in your spreadsheet:

- Highlight the row of emails and click copy
- Before you paste the copied data, right-click your first destination cell (the first cell of the row or column into which you want to paste your data), and then click **Paste Special**.
- In the **Paste Special** dialog box, select **Transpose**, and then click **OK**.