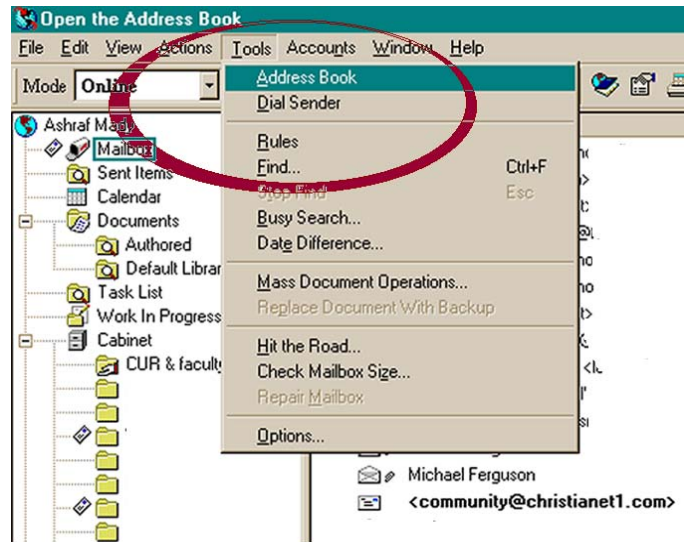
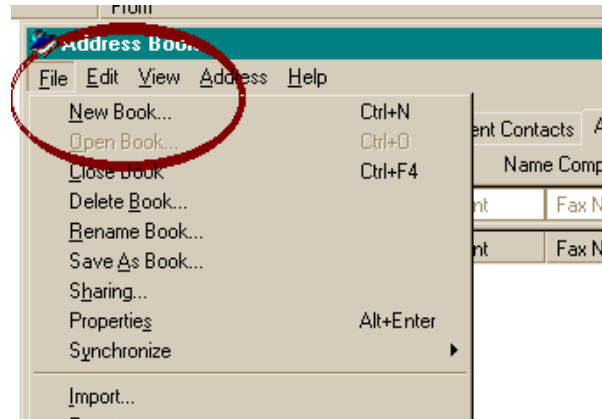


Importing class mailing list from Banner2000

- 1- Double click your **GroupWise** icon on your desktop
- 2- Click on **Tools**
- 3- Select **Address Book** from the dropdown menu to open the Address Book window.



- 4- In the Address Book window, click on **File** and select **New Book** from the dropdown menu. A **Create New Address Book** box will pop up. In the name field type a name for your new address book. For example: **CSCI1301**
Close the **Address Book**.



- 5- Next you need to login to **Banner2000** on the Web.
- 6- Select the **Faculty & Advisors** link on the main menu.
- 7- Select the **Class Mailing List (comma separated value)** link.
- 8- Select the desired **Term** and click **Submit Term**. Select the desired **CRN** and click **Download List**.
- 9- **Netscape users:** In the **Unknown file type** box, click **Save File**.
Internet Explorer users: In the **File Download** box, select **Save this file to disk** and click **OK**.

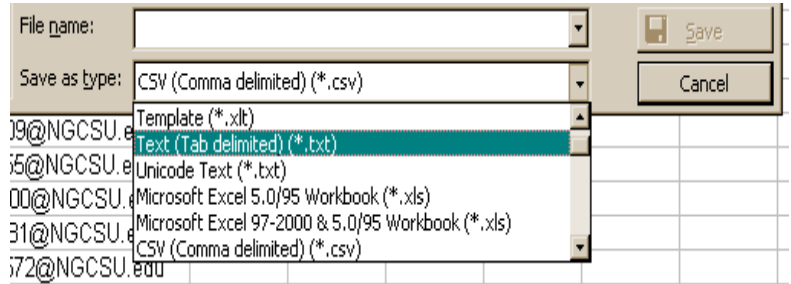
In the **Save in** box, make sure the **My Documents** folder is selected. Click **Save**.

The downloaded file will be saved as a comma-separated-value (CSV) file on your computer. The file name will be “mailing_list_term_crn.csv.”

Netscape users: Exit Banner2000

Internet Explorer users: Close the **Download Complete** box and exit Banner2000

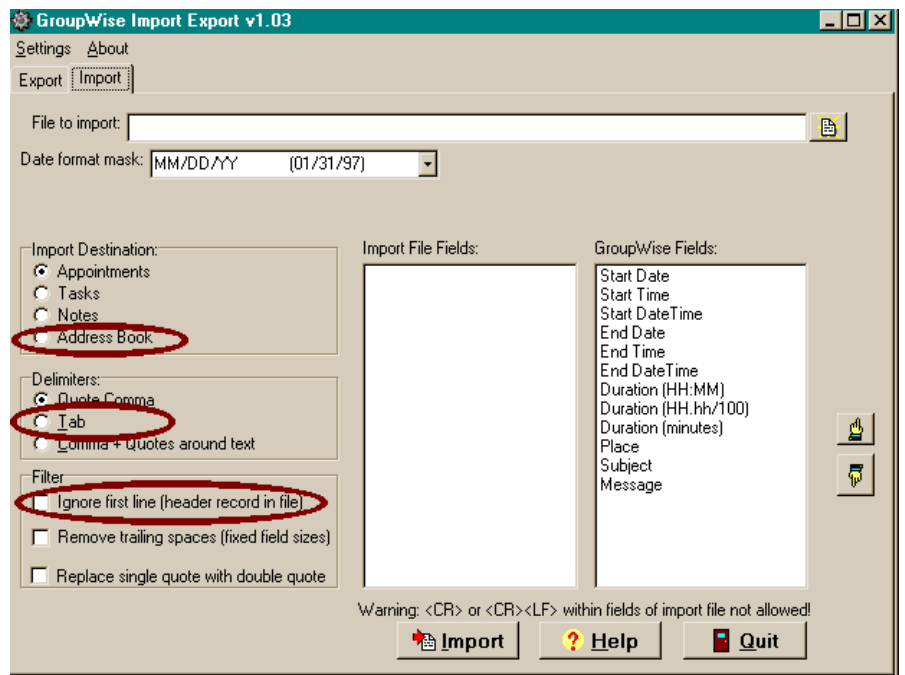
- 10- Open the file you just saved. The file will open in Microsoft Excel. Click on **File** then **Save as** and change the **Save as type** from “CSV” to “Text (Tab delimited).” When prompted “Do you want to keep the workbook in this format,” click **Yes**. Exit from Microsoft Excel.



- 11- Next you will need to access the **GW Conversion folder**, which is located on the N:\drive.

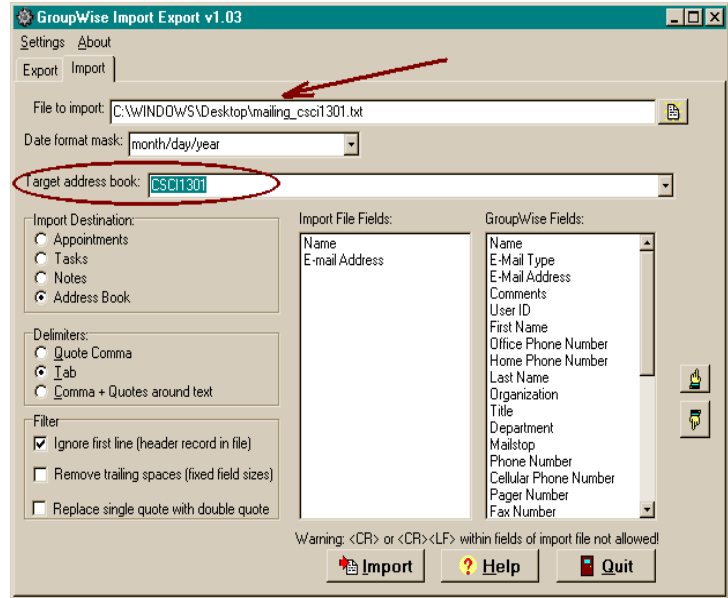
Double click the folder. Double click **GWIMPEXP**.

- 12- Select the **Import** tab. Under Import Destination, select the options: **Address Book**, **Tab** and **Ignore first line**.



13- Go to **File to import** and click on icon. Select the file you saved as (file_name.txt) not the MS Excel file.

14- Go to **Target address book** and select the name of the address book you created earlier in **GroupWise**.



15- Delete the items listed under “GroupWise Fields” that are not listed under “Import File Fields.” Both columns must match. To delete a field name, double click on the field name.

16- Finally when fields match, click **Import**. When the hourglass disappears, click **Quit**. The new mailing list will be added to your **GroupWise** Address Book.

