Use Google Sheets to maintain Email List
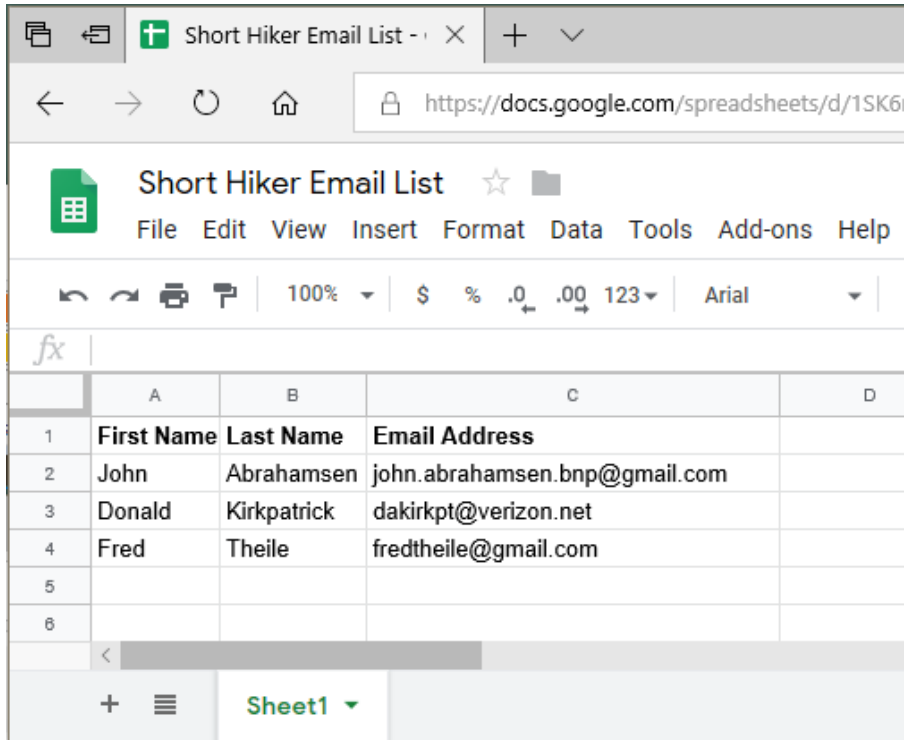
To start launch the internet browser. Then enter this address :

https://docs.google.com/spreadsheets/u/0/

After sign-in is completed click on the sheet **Short Hiker Email List**
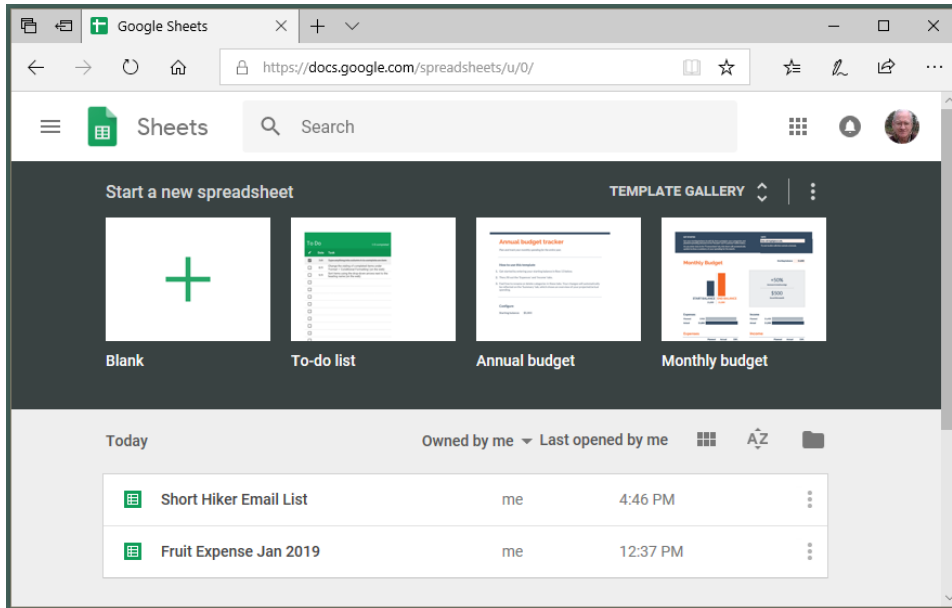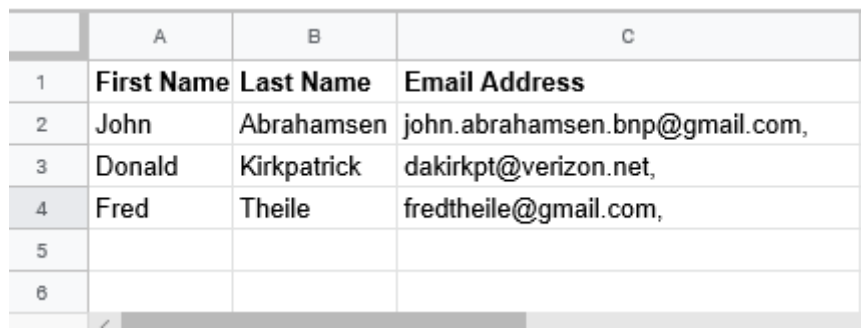
Here is the sheet:

If you want to copy this list into a Google email then each address should have a comma after it. This only needs to be done once or when a new row is added. Click on each address then add the comma.
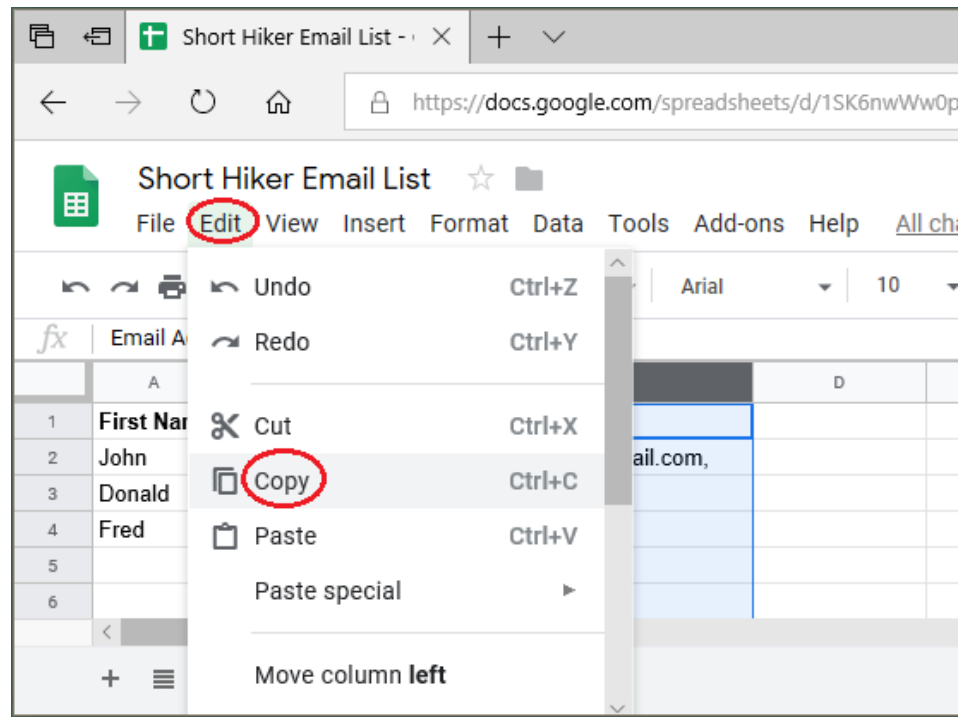
	A	B	C
1	**First Name**	**Last Name**	**Email Address**
2	John	Abrahamsen	john.abrahamsen.bnp@gmail.com,
3	Donald	Kirkpatrick	dakirkpt@verizon.net,
4	Fred	Theile	fredtheile@gmail.com,
5			
6			

To prepare the list to paste into an email highlight column C.
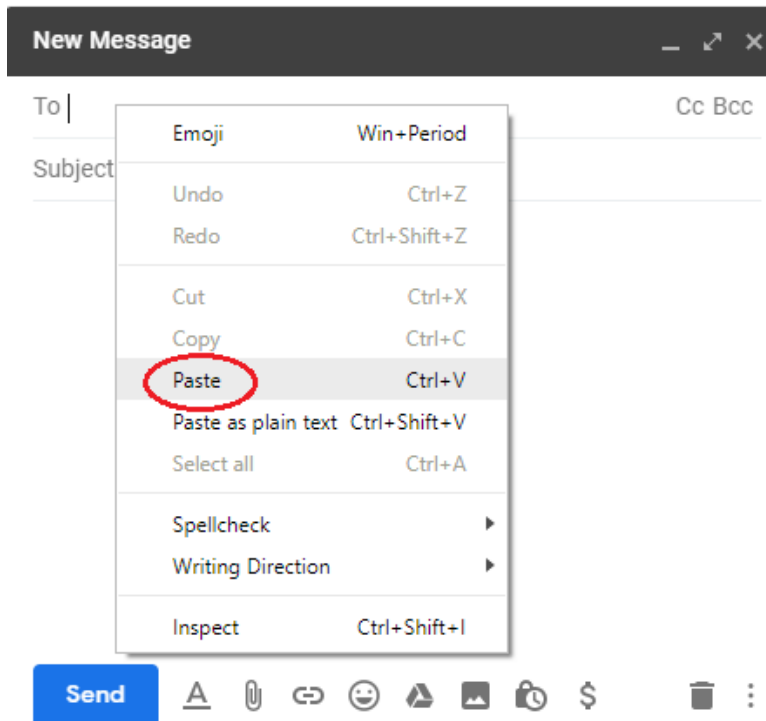
Click the menu item Edit then Copy

Then go to the new email opened in Gmail.

Set the cursor to **To:**
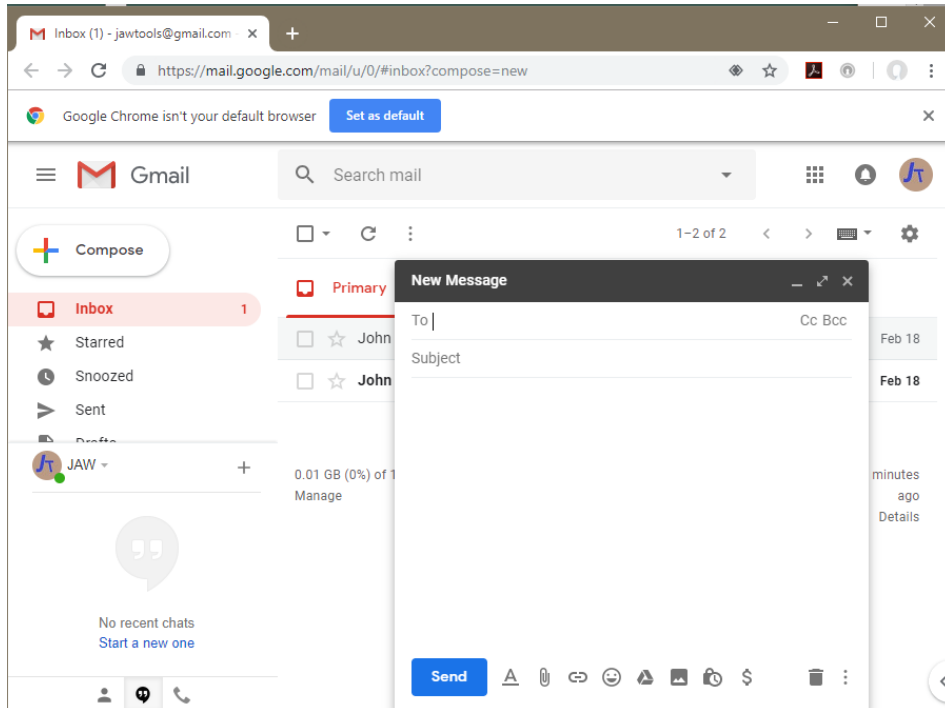
Then Right Click and click Paste

If your highlight included the title Email Address make sure you delete it. Click the X.

Now your are ready to finish your email and send it.