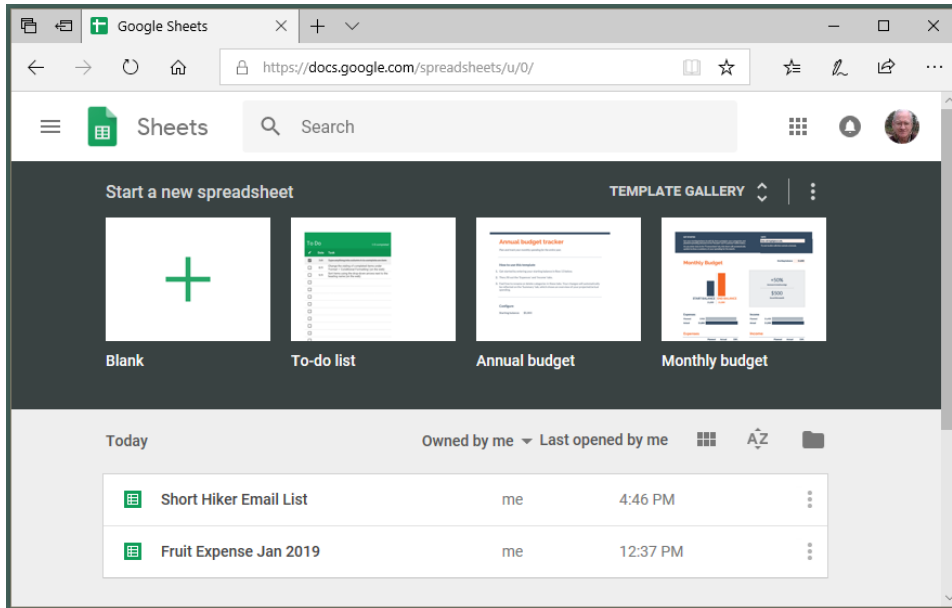


Use Google Sheets to maintain Email List

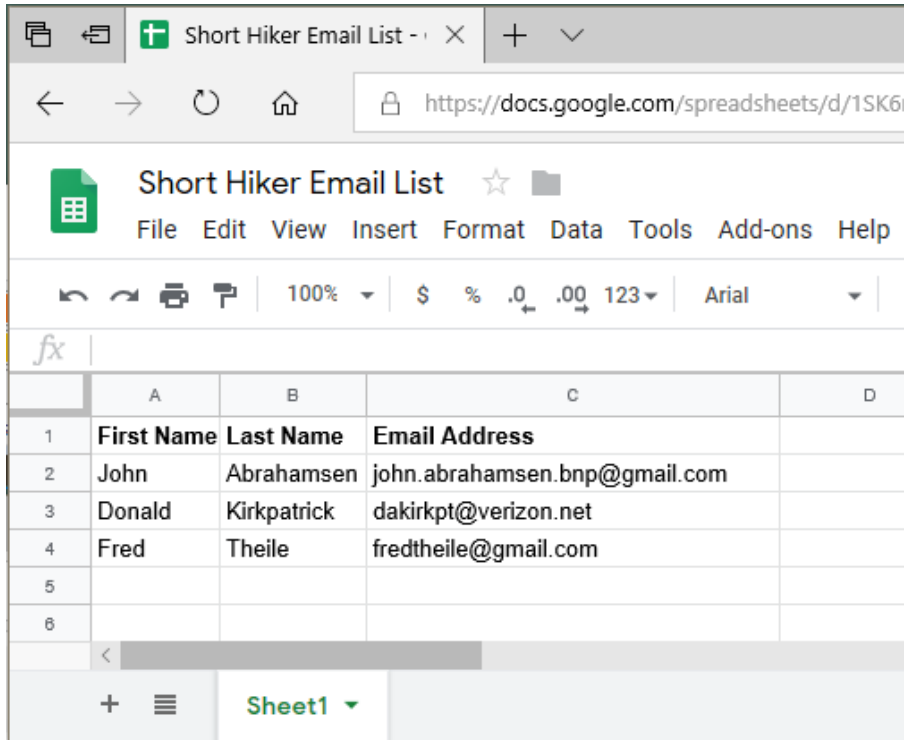
To start launch the internet browser. Then enter this address :

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

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



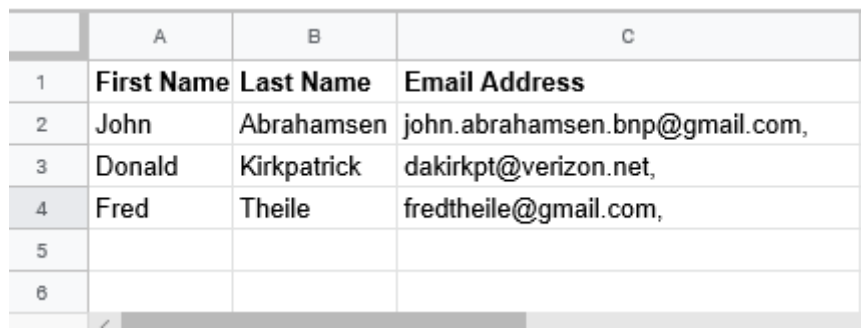
Here is the sheet:



The screenshot shows a Google Sheet with the following data:

	A	B	C	D
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				

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.



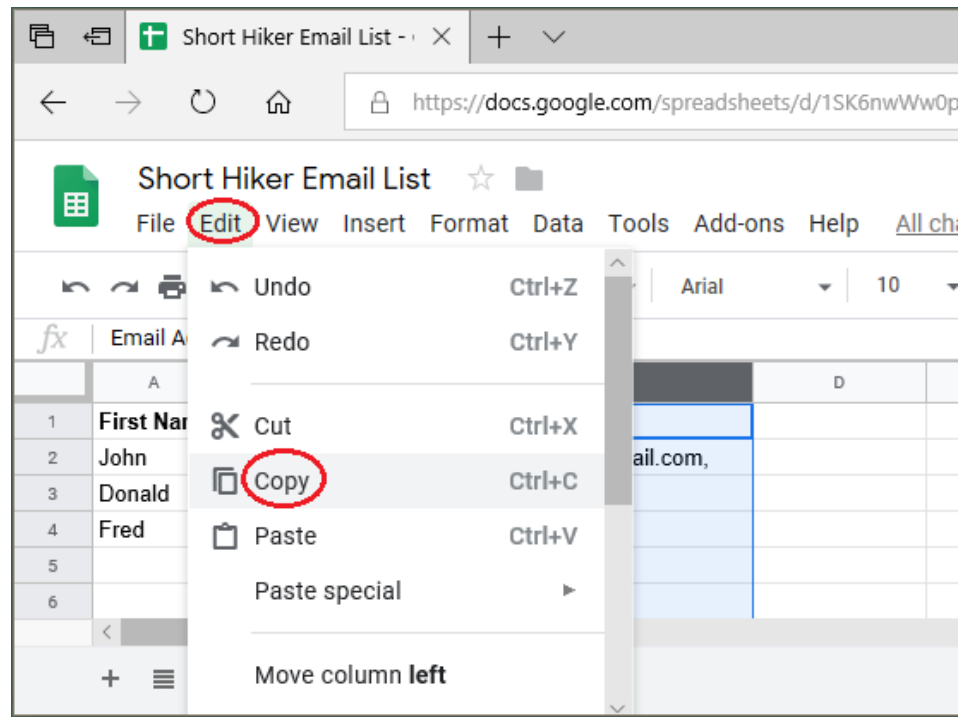
The screenshot shows the same Google Sheet as above, but with commas added to the end of each email address in the Email Address column:

	A	B	C	D
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.

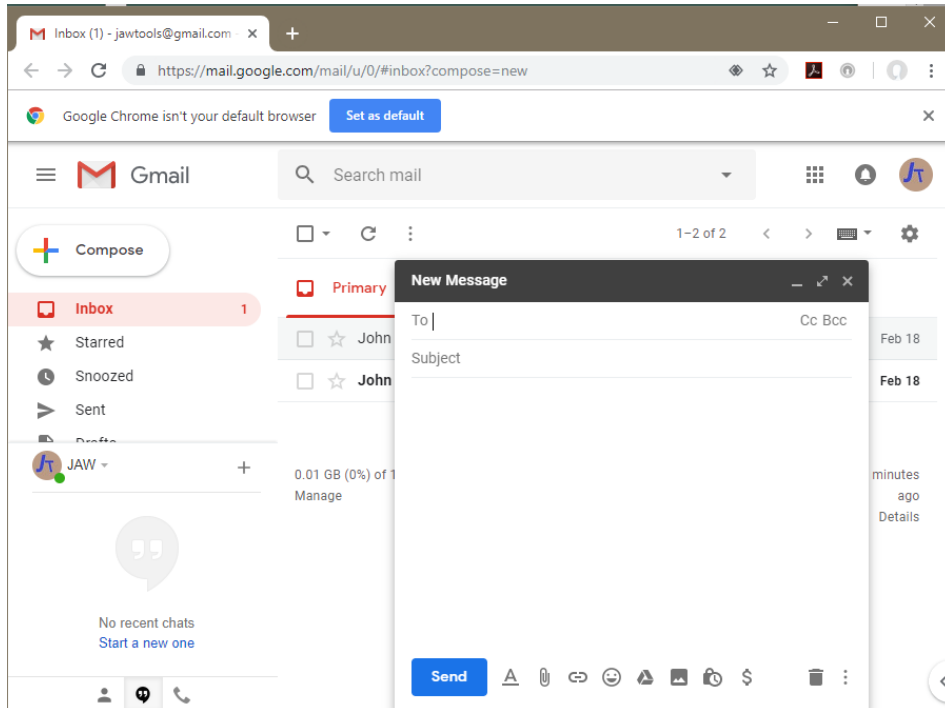
	A	B	C
1	First Name	Last Name	Email Address
2	John	Abrahamsen	john.abrahamsen.bnp@gmail.com,
3	Donald	Kirkpatrick	dakirkpt@verizon.net,
4	Fred	Theile	fredtheile@gmail.com,
5			
6			

Click the menu item Edit then Copy

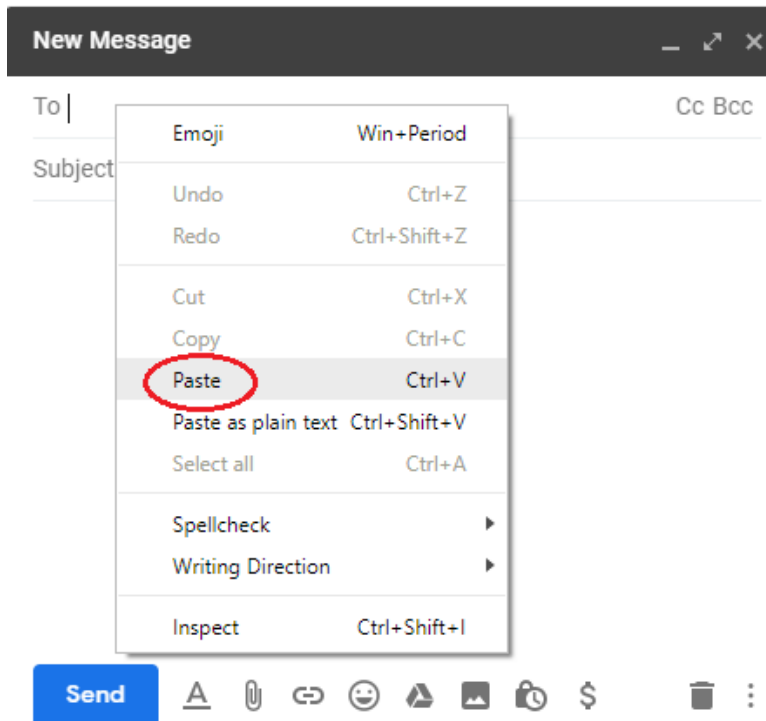


Then go to the new email opened in Gmail.

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.

New Message — ↗ ✕

To **Email Address** ✕ john.abrahamsen.bnp@gmail.com ✕
dakirkpt@verizon.net ✕ fredtheile@gmail.com ✕

Cc Bcc

Subject

Send        Sa...  








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

New Message — ↗ ✕

To john.abrahamsen.bnp@gmail.com ✕ dakirkpt@verizon.net ✕
fredtheile@gmail.com ✕ |

Cc Bcc

Subject

Send        Sa... 