## 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

🖻 🖅 🖬 Google Sheets	× + ~				- 1	o x
$\leftarrow$ $\rightarrow$ O $\textcircled{a}$	A https://docs.google.com	n/spreadsheets/u/0/	□ ☆	∱	l~	ie
= 📄 Sheets	Q Search				0	6
Start a new spi	readsheet	т	EMPLATE GALLERY 🗘			
+	No. One         Answer           Image: Control of the state of	And high table Provide the second se		-50% 5500		
Blank	To-do list	Annual budget	Monthly budget			
Today		Owned by me 👻 Last opened	i by me 🗰 AĴZ			
🗉 Short Hil	ker Email List	me	4:46 PM	0 0 0		
🖽 Fruit Exp	ense Jan 2019	me	12:37 PM	0 0 0		

Here is the sheet:

Ē. ↔	🗄 🚼 Sho	ort Hiker Email	List - · × + ·							
~	$\rightarrow$ U	ŵ	A https://docs.google.com/spreadshee	ts/d/1SK6						
	■ Short Hiker Email List ☆ ■ File Edit View Insert Format Data Tools Add-ons Help									
5	▶ ~ 🖶 🚏 100% ▾ \$ % .0 ָ.00 ֻ123▾ Arial ▾									
fx										
	A	в	с	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										
	<									
	+ ≣	Sheet1 🔻								

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	в	с
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			
	1		

To prepare the list to paste into an email highlight column C.

	A	в	с
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			
б			
	<		
	+ ≣	Sheet1 🔻	

Click the menu item Edit then Copy

<b>哈</b> •	🗄 🚹 s	hort H	liker Emai	l List -	×	+ ~					
~	$\rightarrow$ (	C	ណ	₿ h	ttps:,	//docs.googl	e.com/	/spreadsh	ieets/	'd/1SK6	nwWw0p
	Shor File (	rt Hi Edit	ker Em View	<b>ail Lis</b> Insert	t Fori	☆ 🖿 mat Data	Tool	s Add-	ons	Help	<u>All ch</u>
5	~ 6	5	Undo			Ctrl+Z	^	Arial		-	10 -
$f_X$	Email A	a	Redo			Ctrl+Y					
	A						10			D	
1	First Nar	Ж	Cut			Ctrl+X					
2	John	<b>m</b> (	Copy			Ctrl+C	ail	com,			
3	Donald		o opj			00					
4	Fred	Ĉ	Paste			Ctrl+V					
5			Paste sn	ecial		►					
6	4										
	+ =		Move co	lumn le	eft		~				

Then go to the new email opened in Gmail.

## Set the cursor to To:

M Inbox (1) - jawtools@gmail.com - 🗙	+										
$\leftrightarrow$ $\rightarrow$ <b>C</b> $rightarrow$ https://mail.google	.com/mail/u/0/#ir	nbox?compose	e=new				4	▶ ☆	r	0	0:
Google Chrome isn't your default br	owser Set as de	fault									×
= M Gmail	Q Search n	nail					Ŧ			C	σ
- Compose	□· C	:				1-	-2 of 2	<	>	-	\$
Inbox     1       ★     Starred       Snoozed	<ul> <li>Primary</li> <li>☆ John</li> <li>☆ John</li> </ul>	New Messa To   Subject	age						_ ∠ Cc I	' × Bcc	Feb 18
> Sent	0.01 GB (0%) of 1 Manage										minutes ago
No recent chats Start a new one											Details
÷ • •		Send	<u>A</u>	0 0	Ð 😳		Ô	\$	Î	:	

## Then Right Click and click Paste

New Mes	sage		_ 2 ×
То	Emoji	Win+Period	Cc Bcc
Subject	Undo	Ctrl+Z	
	Cut	Ctrl+X	
	Paste Paste as plair	Ctrl+V Ctrl+V	
	Select all	Ctrl+A	
	Spellcheck Writing Direc	tion •	
	Inspect	Ctrl+Shift+I	
Send	<u>A</u> ()	c) 😳 🛆 🗖 🔞	\$ 🖬 :

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

New Messa	ge							-	- 2	×	
To Email Address × john.abrahamsen.bnp@gmail.com × dakirkpt@verizon.net × fredtheile@gmail.com ×											
									Cc Bo	CC	
Subject											
Send	<u>A</u> (	) 💬				Ô	\$	Sa		:	

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

New Messa	ge							-	- 2	×
To john.ab	rahams	en.bnp@g	mail.co	om ×	) (di	akirkp	t@ve	rizon.r	net X	)
fredthei	fredtheile@gmail.com X									C
Subject	Subject									
Sand	٨	0	$\odot$		_	<b>A</b>		80	-	
Send	A	U G	۳			S	Ş	Sa		: