

## **Instructions for Using the Email Address Check Excel Spreadsheet**

**\*Note: This spreadsheet will check for mis-formatted addresses only. It CANNOT determine whether an address is active. You will know an address is inactive when you receive an error message about a particular address after the email has been successfully sent.**

1. Open the Excel file of addresses to which you wish to send emails. Take note of the number of email addresses there are (e.g., 300 email addresses). Reduce this excel file window.
2. Open the Excel file containing the address check spread sheet. You will see some sample email addresses already contained in the file--DO NOT ERASE THESE SAMPLE EMAILS. Copy the first row in the email list, then highlight and paste this row onto the number of rows you will need to use as indicated in step one. E.g., paste into 300 rows. The end result will be a file containing the first row (column titles), with 300 rows of the same email address. Save this file and reduce the window.
3. Next, enlarge the excel file with the active email addresses. Highlight and copy the column of email addresses. Reduce this window and enlarge the Address Check file.
4. Place your cursor on the cell with the first email in column one, (A Eudora window may pop-up with an email addressed to this first email account. Just close the Eudora window.) then paste the addresses into this row.
5. You will notice that the remaining columns for the corresponding rows will automatically scan the newly entered email addresses for format errors. If an email address is properly formatted, all columns in that row will be filled with the last column having the email address with a comma placed at the end. If the email address is improperly formatted, the remaining columns will be blank or will say "n/a." The improperly formatted emails can be scanned for obvious errors and corrected, or deleted.