

## How to Send an Email to Everyone in the Stonefire Pizza BIG Networking Chapter

1. Log into your account at **BIGnetworking.org**.
2. Under **Members Only**, select **View Member List**.
3. Select the **Stonefire Pizza Chapter**.
4. Click on **View Raw List**.
5. Using your mouse, highlight **all** rows and columns including the column headings by clicking and dragging.

The screenshot shows the 'Members Only' navigation menu on the left with 'View Member List' highlighted in green. To the right, the 'View Raw List' table is displayed for the 'New Horizons - Tue - Stonefire Pizza' chapter. The table has columns for 'Sta', 'Name', 'Company', 'Industry', 'Phone', and 'Email'. The 'Email' column contains various email addresses.

Sta	Name	Company	Industry	Phone	Email
M	allison, frank	Rocks Positive K9 Training llc	Pet Trainer	(P) (262) 662-4160	frankallison@yahoo.com
M	Bain, Larry	Larry R. Bain, LLC	Computer - Sales & Service	(P) (262) 542-6397	lbain1@wi.rr.com
M	Baratt, Nancy Jo	Mary Kay Cosmetics	Skin Care & Cosmetics	(P) (262) 785-9522	baratt@msn.com
M	Beckovatz II, Jeffrey	Edward Jones	Finance - Personal	(P) (920) 723-4701	jeffery.beckovatz@edwardjones.com
M	Belter, Jeremy	Express Fitness	Personal Trainer	(P) (414) 234-8697	jeremy@jeremybelter.com
M	Bessette, Claire	U.S. Bank	Banking - Commercial	(P) (262) 650-2121	claire.bessette@usbank.com
M	Bryce, Toni	Gold Buyer	Jewelry Appraisal	(P) (262) 893-4140	Wookbryce@gmail.com

6. Ctrl - C (copies the table from the website). (Hold down the Ctrl key and type the letter C.)
7. Open Excel.
8. Ctrl - V (pastes the table into Excel).
9. Using your mouse, highlight **only** the cells in the column that contains the email addresses. (This may be column F.)
10. Ctrl - C (copies the cells containing the email addresses).
11. Open up Microsoft Outlook (or your email package).
12. Create a new email message.
13. In the bcc area, Ctrl - V (to paste).
14. Press tab. Write your email and send.

If you make a mistake along the way, use Ctrl - Z (undo). Mac Users: Use the command key instead of the control key (Ctrl).

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