



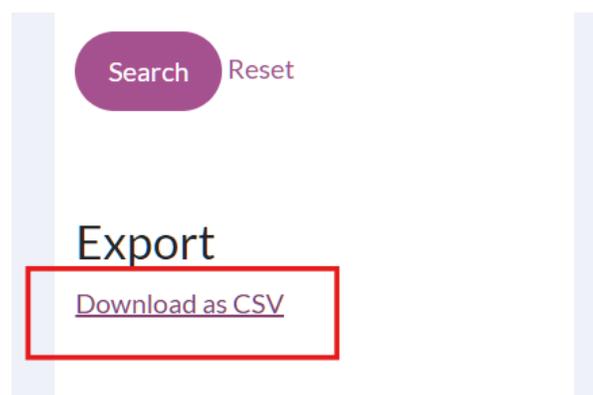
# Creating a User Email Distribution List

To set up a distribution list of your users and/or Primary Contacts in your community, you will need to first download a list of active users from the Team Members tab. To do so:

1. Log into IRIS and select "Team Members" from the left navigation menu.

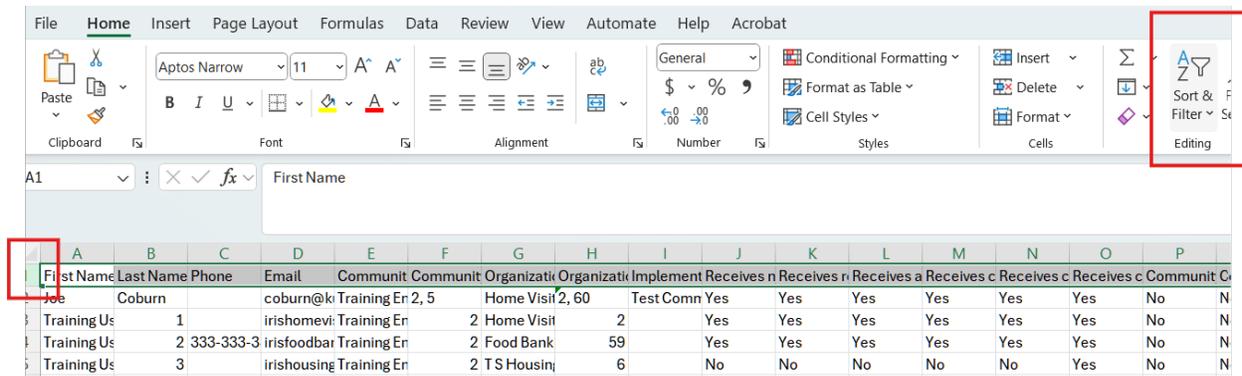


2. On the right-hand side of the screen, at the bottom under the Search Team Members box, click on Download as CSV.



3. When the 'Finished' pop-up appears, click on the Download button.
4. Open the downloaded Excel file.

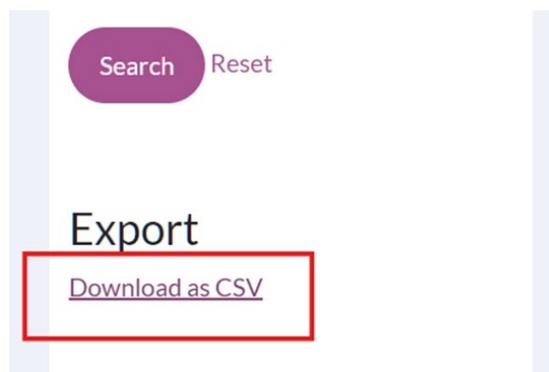
- Apply filters to the Excel file by highlighting the first row and selecting "Sort & Filter" on the upper banner.



- Using filters, remove Deactivated organizations from the Status column.
- Highlight and copy user email addresses, pasting the email addresses in an email.
- Return to IRIS to gather Primary Contact email addresses. Select "Partner Organizations" from the left navigation menu.



- On the right-hand side of the screen, at the bottom under the Search Partners box, click on Download as CSV.



10. When the "Finished" pop-up appears, click on the Download button. Open the downloaded file.
11. Navigate to the Contact Email column.
12. Drag to highlight and copy user email addresses.

I	J	K	L	M	N	
State	Zip	Contact Name	Contact Email	Contact Phone	Status	C
		John James	John@email.com	777-888-8	Pending	#

13. Paste the email addresses in the email that you created.