

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.

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

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



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



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- 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.

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State	Zip	Contact Na	Contact Email	Contact Ph	Status	С
		John Jame	John@email.com	777-888-8	Pending	#

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