

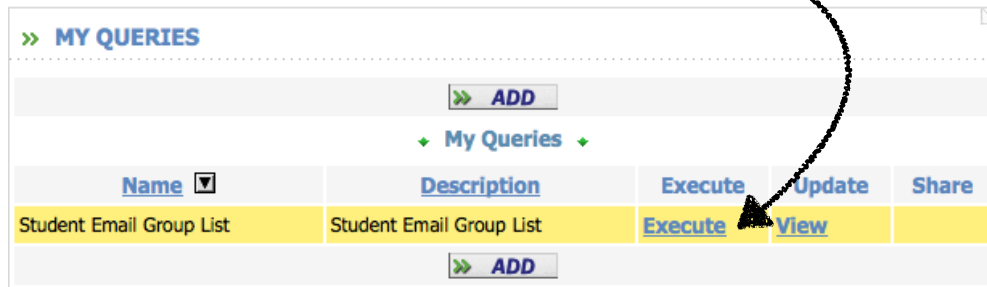
How to migrate student Gmail addresses from iPass to your Natick Gmail contacts:

Part A: iPass Export

Step 1: Sign into iPass

Step 2: Open the “My Data” folder and select “My Queries”

Step 3: Click on “Execute” next to the Student Email Group List



Step 4: Specify Course Title and Section and click “Submit”

Execute Query: Student Email Group List

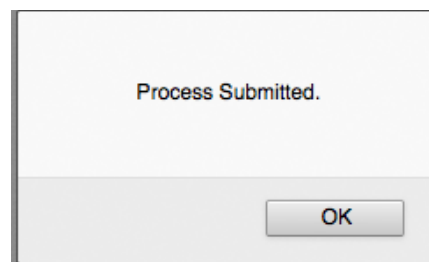
StuRequest.CalendarYearSeq = 2011-2012
StuRequest.isScheduled = yes
Terms.TermSeq = Q1
Course.CourseTitle = 103
CourseSection.CourseSecDesc = 001

email information

To:
CC List:
Priority: Low

[SUBMIT](#) [CANCEL](#)

Step 5: Click “OK”



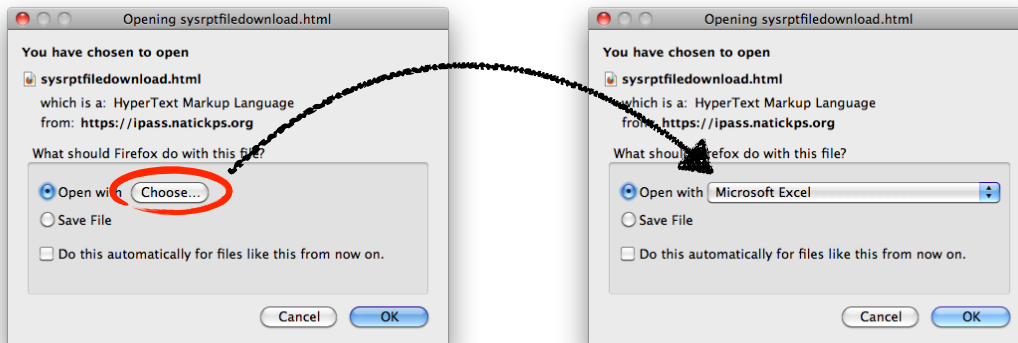
Step 6: Select “My Reports”. Notice that the query is processing. It will take a few minutes for the process to complete.

Report Name	Submit Date	Process Date	Run Date	State
Execute My Queries	08/23/11 13:55:13	08/23/11 13:55:15	08/23/11 13:55:13	Processing

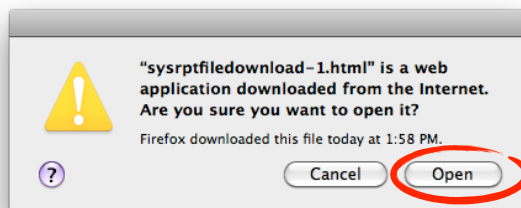
Step 7: Select “My Reports” again until you see it become available under “Available Reports”. Click on “MyQuery” under Excel.

Check All Clear All	Check All Clear All									
Delete	Save	Report Name	Create Date	MSWord	RTF	HTML	Text	CSV	Excel	PDF
<input type="checkbox"/>	<input type="checkbox"/>	Student Email Group List	08/23/11 1:55pm	Not Available	Not Available	MyQuery	Not Available	Not Available	MyQuery	Not Available

Step 8: Click “Choose...” and navigate to Microsoft Excel (Microsoft Office 2008 folder) and click “OK”. (If the file downloads automatically, open with Excel and skip to step 10)

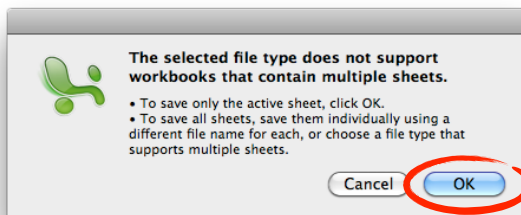


Step 9: Click “Open”.



Step 10: The file opens in Excel. Go to File > Save as... > Specify a file name > Next to “Format” select “Windows Comma Separated (.csv)” > Select Desktop for the location > Click “Save”

Step 11: Click “OK”. The file will be saved as “file_name.csv”.

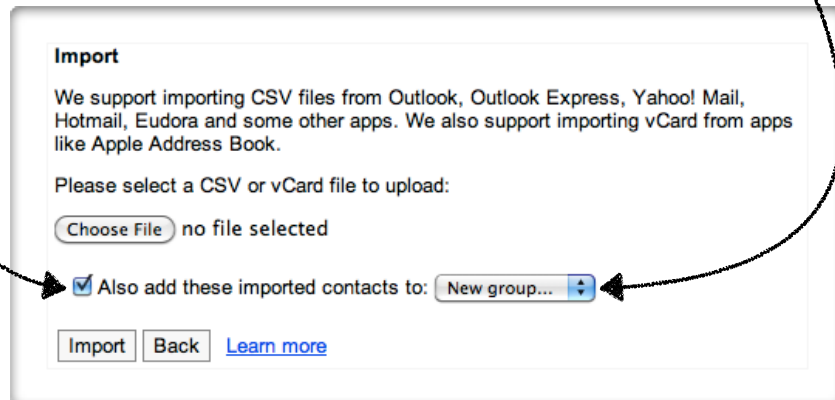


Part B: Gmail Import

Step 1: Sign in to your Gmail account

Step 2: Click on “Contacts” > Click on “Import”

Step 3: Click on “Choose File”, select the “file_name.csv” file to import. Make sure you also have the “Also add these imported contacts to:” checkbox checked. Also, if you have haven’t created a specific student group yet, select “New Group” and click “Import”.



Step 4: Type in a label for your student group and click “OK”. Your new student group should now appear under your contacts list.

