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

» MY QUERIES				
	» ADD)	
	+ My Queries +			
Name	Description	Execute	Update	Share
Student Email Group List	Student Email Group List	Execute	View	
	» ADD			

Step 4: Specify Course Title and Section and click "Submit"

	Execute Query: Student Email Group List
ź	StuRequest.CalendarYearSeq = 2011-2012
(StuRequest.isScheduled = yes
24	Terms.TermSeq = Q1 +
	Course.CourseTitle = 103
	CourseSection.CourseSecDesc = 001
	email information
	То:
	CC List:
	Priority: Low
	SUBMIT DE CANCEL

Step 5: Click "OK"

Process Submitted.
ОК

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

» REPORTS IN PROGRESS				
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.

							States of the party of the part			
Check All Clear All	<u>Check All</u> <u>Clear All</u>							No Samerica State		
Delete	Save	Report Name	Create Date	MSWord	RTF	HTML	Text	CSV	Excel	PDF
		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)

Opening sysrptfiledownload.html	Opening sysrptfiledownload.html
You have chosen to open	You have chosen to open
e sysrptfiledownload.html	🖌 📦 sysrptfiledownload.html
which is a: HyperText Markup Language	which is a: HyperText Markup Language
from: https://ipass.natickps.org	from, https://ipass.natickps.org
What should Firefox do with this file?	What should refox do with this file?
Open win Choose	Open with Microsoft Excel
⊖ Save File	○ Save File
Do this automatically for files like this from now on.	Do this automatically for files like this from now on.
Cancel OK	Cancel OK

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".

/	
	Import
	We support importing CSV files from Outlook, Outlook Express, Yahoo! Mail, Hotmail, Eudora and some other apps. We also support importing vCard from apps like Apple Address Book.
	Please select a CSV or vCard file to upload:
	Choose File no file selected
^	Also add these imported contacts to: New group
	Import Back Learn more

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

	https://mail.google.com
What	would you like to name this group?
Ľ	
	Cancel OK
-	