# Create an Email Distribution List from Patron Record Data
# Library Email Distribution List – Instructions

The report "Library Email Distribution List" (found in EI Templates > Customer) can be used to create an email distribution list for all of your patrons (provided they have this information on file) and imported into Outlook, Gmail, etc.

A great video detailing importing from CSV to Outlook is available at:
http://www.youtube.com/watch?v=9kLpF3mj5nM

If you prefer a text based direction set, this is available as well.

To import contacts from a CSV file into Outlook:

* Select File | Import and Export... from the menu in Outlook.
* Make sure Import from another program or file is highlighted.
* Click Next >.
* Now make sure Comma Separated Values (Windows) is selected.
* Click Next >.
* Use the Browse ... button the select the desired file.
* Typically, choose Do not import duplicate items.
* Click Next >.
    * Select the Outlook folder you want to import the contacts to. This will usually be your Contacts folder.
* Click Next >.
* Click Map Custom Fields ....
* Make sure all columns from the CSV file are mapped to the desired Outlook address book fields.
    o You can create new mappings by dragging the column title to the desired field.
    o Any previous mapping of the same column will be replaced with the new.
* Click OK.
* Now click Finish.

Documentation for loading CSV's into Gmail is available at
http://mail.google.com/support/bin/answer.py?answer=12119.

If desired, this report could be cloned and additional fields could be added (address, phone number, etc.) to build a full "contact card – aka vCard" for your library patrons.