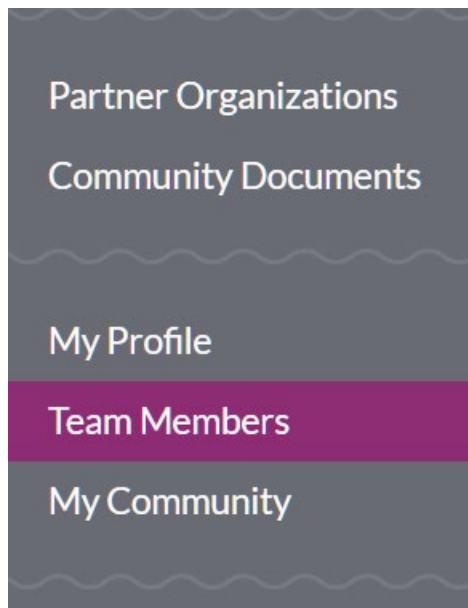




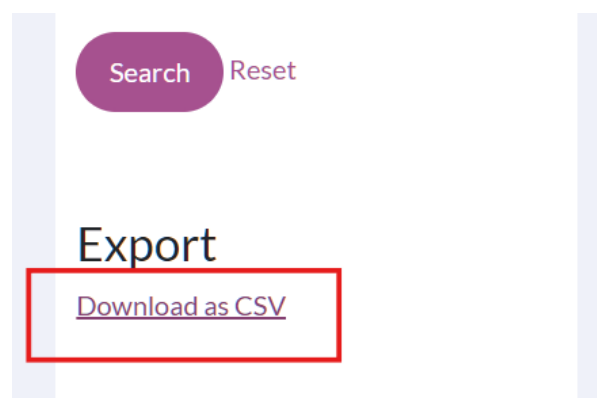
Creating a User Email Distribution List

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.

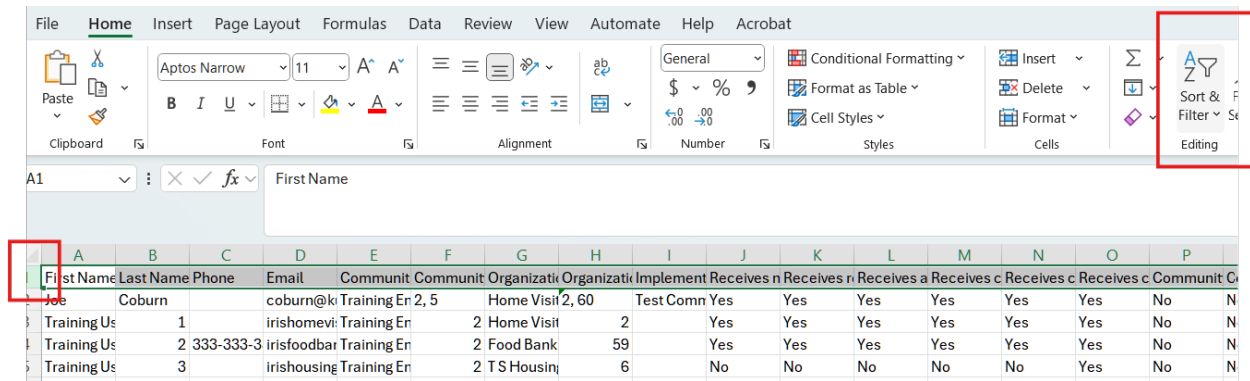


2. On the right-hand side of the screen, at the bottom under the Search Team Members box, click on Download as CSV.



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

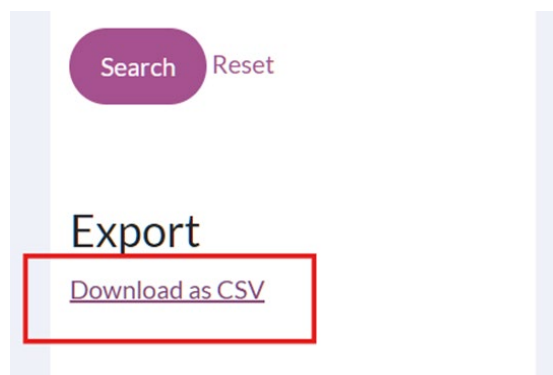
5. Apply filters to the Excel file by highlighting the first row and selecting "Sort & Filter" on the upper banner.



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.



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	Comments
		John James	John@email.com	777-888-8888	Pending	

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