

Import Staff Addresses from ENA

Go to <http://tennessee.ena.com/portal>

Log on

Go to Service Center

Go to Directory Search

Under All Communities / Tennessee : Select: **Knox**

Select your **school site**

Click on **Search**

There will be a list of all faculty and staff for your school in ENA data base

(Remember, some special area / traveling staff may be listed at Knox LEA or another school. ENA does provide for multiple listings so let me know who you want added to your school directory. Uncheck the box below "Display Only Primary Location" to see additional information)

At lower left of screen: Click on Request ENA WebMail CSV File

Window will open with your TEN e-mail address

Click on **Export**

Confirmation: results have been sent to your e-mail account

Log into <http://webmail.k12tn.net>

When message arrives from ENA – open attachments

Save to desktop –

You can delete the column that designates Knox County

Job role and School may be useful later

At this time, add any special area and traveling staff who you want to receive school mass mailings.

Click on link at top of page: **Addresses**

Scroll to the **bottom** of the page and you will see - **Import Address Book**
(BTW - I think it should state: **Import Addresses**)

Browse to desktop and select **YourSchool.csv** File (it will have a long code name)

Click on: **Import CSV File**

Look at ***** **Headers******* – they are **Pulldown** menus

It is **essential** that the column with the **e-mail addresses** is correctly labeled

Click on **Finish**

Upload Complete

You may Edit account information.

Editing must be done One at a time