Use the Email Lookup tool on aadReporting

Finding a list of 'Alumni' by searching on the best_email field.

Step-by-step guide

Locate the app

- 1. Open aadReporting (aka SPI) https://connect.aad.cornell.edu
- 2. Click on the "Tools" tab
- 3. Prepare your .txt document for upload.
 - a. Each email address must be on its own separate line
 - b. Save your document named with a .txt extension (example: email_doc.txt)
- 4. Select "Email Lookup"



5. To use this app and get an Excel spreadsheet of the results follow these instructions a. Click the "Browse" button and navigate to your .txt file

| Home | Orgs | Reference | | Updates | Prospect.Mgmt | | | | | |
|---|--|-----------|--------------|--------------|---------------------|--|--|--|--|--|
| JRP | Net/Empl | Converter | Email Lookup | | | | | | | |
| | | | | | | | | | | |
| Email Converter | | | | | | | | | | |
| Browse to File Browse to file selected. | | | | | | | | | | |
| C | CONVERT from Best Email to ALL IDs — NetID / EMPLID / name (5 columns Excel table) | | | | | | | | | |
| submit | | | | | | | | | | |
| Click Submit to start the Converter. | | | | | | | | | | |
| (P | (Please only click Submit once) | | | | | | | | | |
| Converted from Email address (checks only best_email addresses) | | | | | | | | | | |
| ST | STATUS Column explanation: | | | | | | | | | |
| | blank - | 1 | record fou | und and retu | rned | | | | | |
| | INVALID - | ro | w did not | contain a va | alid email address | | | | | |
| | NOT FOUR | ND - di | d not find | a matching | email address | | | | | |
| | MULTIPLE | S- fo | und more | than 1 mate | hing email address, | | | | | |

b. Double click on the correct file or single click and use the "open" button.

| | | | Open | Cancel |
|---------------------|--------------------|-----------------|-------------|--------|
| me: email_converter | | | ✓ All Files | ~ |
| □ 10<7300 | 12/14/2011 3-31 PM | Text Document | 65 KR | Ý |
| Ds7300 - Copy | 12/15/2011 8:59 AM | Text Document | 17 KB | |
| IDs7 | 9/24/2018 11:37 AM | Text Document | 1 KB | |
| 🔁 GIF1160713 | 11/16/2011 1:12 PM | Adobe Acrobat D | 6 KB | |
| email_converter | 3/7/2019 8:30 AM | Text Document | 1 KB | |
| email convert | 1/30/2019 8:25 AM | Text Document | 1 KB | |

c. Click the "Submit" button to push the data to an Excel spreadsheet.

| Email Converter | | | | | |
|---|--|--|--|--|--|
| Browse to File: Browse email_converter.txt | | | | | |
| CONVERT from Best Email to ALL IDs — NetID / EMPLID / name (5 columns Excel table) | | | | | |
| submit | | | | | |

| d. | Click "Open" to launch Excel and open the spreadsheed | | |
|----|---|---|----|
| | Opening EmailConverter.xls | × | |
| | You have chosen to open: | | |
| | EmailConverter.xls | | |
| | which is: Microsoft Excel 97-2003 Worksheet | | |
| | from: https://testconnect.aad.cornell.edu | | |
| | What should Firefox do with this file? | | |
| | Open with Microsoft Excel (default) | | |
| | <u>○ S</u> ave File | | |
| | Do this automatically for files like this from now on. | | |
| | | | |
| | OK Cancel |] | |
| e. | If this message comes up, select "Yes" | | |
| | Microsoft Excel | | > |
| | The file format and extension of 'EmailConverter-18.xis' don't match. The file could be corrupted or unsafe. Unless you | u trust its source, don't open it. Do you want to open it anywa | y? |

Yes

- f. The download of data is a Excel spreadsheet that lists all rows uploaded with a ID number, status, uploaded email, emplid, netid, and name of alumni.
 - i. Each email returned has one row except those with a status of "MULTIPLES", they will have one row for each person sharing that email address.

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No Help

- ii. Multiples will have the same ID numbers making it easier to match up the list with the original records.
 iii. Invalid emails are not listed in the "Email" column for security reasons, instead you will see either "BLANK LINE" or "NOT EMAIL".
- iv. To easily compare your upload list to the Excel document you can delete the unnecessary rows created by "MULTIPLES" and then copy and paste one list next to the other.

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| | 10 2 NOT FO | UND | 123445@99876. | com | | | | | | | |
| | 11 3 DECEAS | ED | john_testing1@ | comcast.net | 1000001 | hlt62 | Testing, Helen | | | | |
| | 12 3 MULTIP | | john_testing1@ testingNE@vali | comcast.net d.com | 100002 | jrt9 | Testing, John | | | | |
| | 14 5 INVALIE | D | BLANK LINE | a.com | | | | | | | |
| | 15 6 | | toj15@cornell.e | edu | 1000003 | tom55 | Jones, Thomas | | | | |
| | 16 7 INVALIE | D | NOT EMAIL | | | | | | | | |
| | 17 8 INVALIE | ט ח | NOT EMAIL | | | | | | | | |
| | 19 10 | | joe_Johnson@g | mail.com | 1000004 | jdj7 | Johnson, Josep | h | | | |
| | 20 11 MULTIP | LES | michaelsmith@ | gmail.com | 1000005 | ms9 | Smith,Michael | | | | |
| | 21 11 MULTIP | LES | michaelsmith@ | gmail.com | 1000006 | ws9 | Smith, Wendy | | | | |
| | 22 12 MULTIP | IES IES | michaelsmith@ | gmail.com | 1000005 | ngs9 ws9 | Smith, Wendy | | | | |
| | 24 13 | | paulsimpson@ | /ahoo.com | 1000007 | pns5 | Simpson,Paul | | | | |
| | 25 14 | | eza297@cornel | l.edu | 1000008 | eza297 | Anderson, Erica | a Z. | | | |
| | 26 15 NOT FO | OUND | done.testing@ | cornell.edu | | | | | | | |
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6. How to read the Excel document.

a. Columns:

- i. ID Number of the row uploaded
 - In my example, there are 15 rows uploaded, but 18 rows returned.
 - This is caused by multiples, one email address shared by 2 or more people (usually couples).
- ii. STATUS indicates if (blank), INVALID, NOT FOUND, MULTIPLES, & DECEASED

 - (blank) If status is blank a single record for that email address has been found. (Excel rows 15, 19, 24, 25)
 INVALID this was not a valid email address (Excel rows 9, 14, 16, 17, 18) notice that these will show "BLANK LINE" or "NOT EMAIL" in the email column, not a return of the data uploaded
 - 3. NOT FOUND valid email but not found in our DB (Excel rows 10, 13, 26)
 - 4. MULTIPLES More than 1 record has been found for this email address (Excel rows 11 & 12: ID 3, 20 & 21: ID 11, 22 & 23: ID 12)
 - 5. DECEASED This record is showing as belonging to a deceased alum. (Excel row 12, ID 3) This happens to be a "MULTIPLE", you can tell because they have the same ID number, 3.
- iii. EMAIL returns email originally uploaded, except in the cases of INVALID email, these will show "BLANK LINE" or "NOT EMAIL" in the email column
- iv. EMPLID aka common id
- v. NETID
- vi. NAME

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Related articles

- Request Security Scan for App & aadReporting
 Use the Email Lookup tool on aadReporting
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 Acid Testing email