

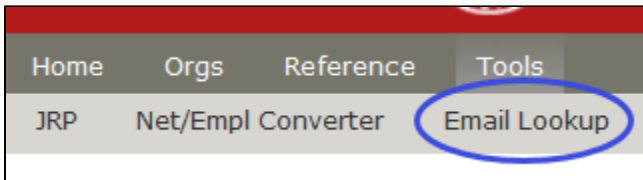
Use the Email Lookup tool on aadReporting

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

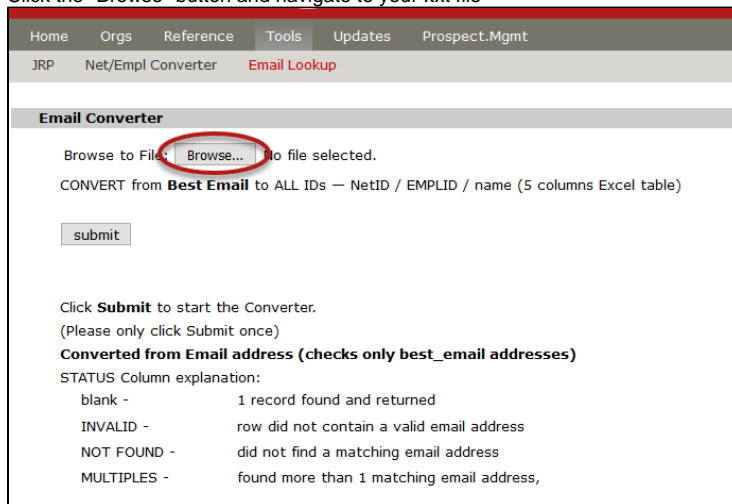
Step-by-step guide

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 Tools Updates Prospect.Mgmt

JRP Net/Empl Converter **Email Lookup**

Email Converter

Browse to File: **Browse...** No file selected.

CONVERT from **Best Email** to ALL IDs — NetID / EMPLID / name (5 columns Excel table)

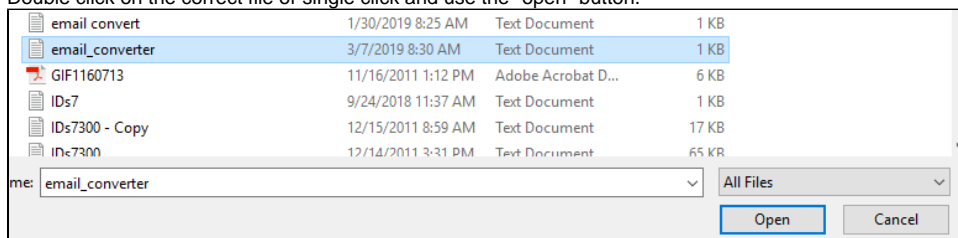
Click **Submit** to start the Converter.
(Please only click Submit once)

Converted from Email address (checks only best_email addresses)

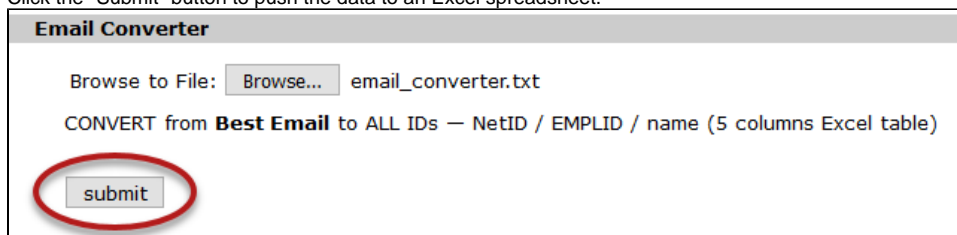
STATUS Column explanation:

blank -	1 record found and returned
INVALID -	row did not contain a valid email address
NOT FOUND -	did not find a matching email address
MULTIPLES -	found more than 1 matching email address,

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



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

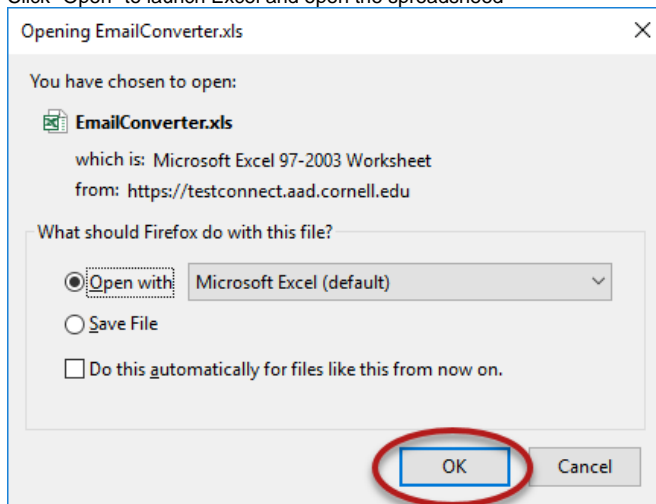


Email Converter

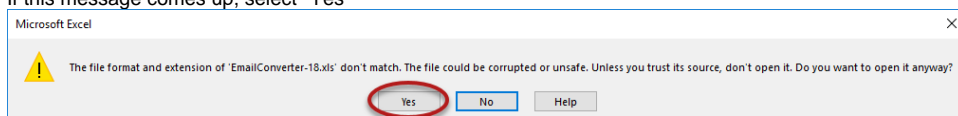
Browse to File: **Browse...** email_converter.txt

CONVERT from **Best Email** to ALL IDs — NetID / EMPLID / name (5 columns Excel table)

- d. Click "Open" to launch Excel and open the spreadsheet



- e. If this message comes up, select "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.
- 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.
 - Multiples will have the same ID numbers making it easier to match up the list with the original records.
 - Invalid emails are not listed in the "Email" column for security reasons, instead you will see either "BLANK LINE" or "NOT EMAIL".
 - 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.

V.

ID	STATUS	Email	EmplID	NetID	Name
1	INVALID	NOT EMAIL			
2	NOT FOUND	123445@99876.com			
3	DECEASED	john_testing1@comcast.net	1000001	hlt62	Testing,Helen
3	MULTIPLES	john_testing1@comcast.net	1000002	jrt9	Testing,John
4	NOT FOUND	testingNF@valid.com			
5	INVALID	BLANK LINE			
6		toj15@cornell.edu	1000003	tom55	Jones,Thomas
7	INVALID	NOT EMAIL			
8	INVALID	NOT EMAIL			
9	INVALID	NOT EMAIL			
10		joe_Johnson@gmail.com	1000004	jdj7	Johnson,Joseph
11	MULTIPLES	michaelsmith@gmail.com	1000005	ms9	Smith,Michael
11	MULTIPLES	michaelsmith@gmail.com	1000006	ws9	Smith,Wendy
12	MULTIPLES	michaelsmith@gmail.com	1000005	hgs9	Smith,Michael
12	MULTIPLES	michaelsmith@gmail.com	1000006	ws9	Smith,Wendy
13		paulsimpson@yahoo.com	1000007	pns5	Simpson,Paul
14		eza297@cornell.edu	1000008	eza297	Anderson,Erica Z.
15	NOT FOUND	done.testing@cornell.edu			

FakeDataForWik...

```

File Edit Format View Help
77<!--@663.com
123445@99876.com
john_testing1@comcast.net
testingNF@valid.com

toj15@cornell.edu
testing invalid address
1234567
77<!--663
joe_Johnson@gmail.com
michaelsmith@gmail.com
michaelsmith@gmail.com
paulsimpson@yahoo.com
eza297@cornell.edu
done.testing@cornell.edu

```

6. How to read the Excel document.

a. Columns:

- 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).
- 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
 - NOT FOUND – valid email but not found in our DB (Excel rows 10, 13, 26)
 - 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)
 - 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.
- EMAIL – returns email originally uploaded, except in the cases of INVALID email, these will show "BLANK LINE" or "NOT EMAIL" in the email column
- EMPLID – aka common id
- NETID
- NAME



Related articles

- [Request Security Scan for App & aadReporting](#)
- [Use the Email Lookup tool on aadReporting](#)
- [Create a campaign for Email on Acid analytics](#)
- [Acid Testing email](#)