# Use the Email Lookup tool on aadReporting

Finding a list of 'Alumni' by searching on the best_email field.
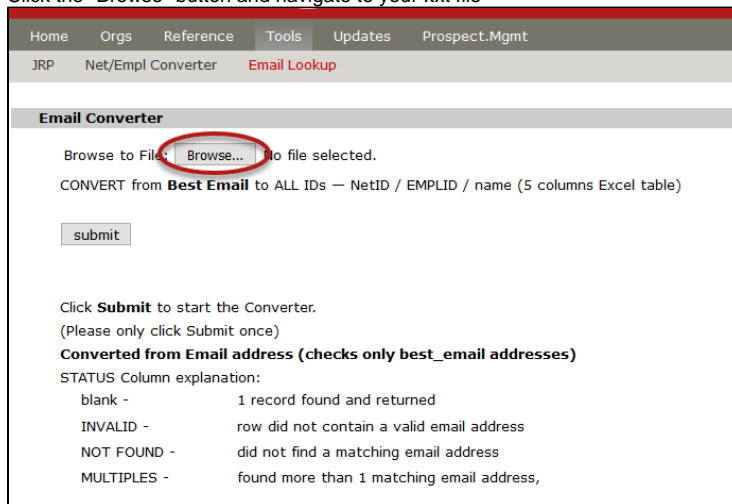
Step-by-step guide

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"
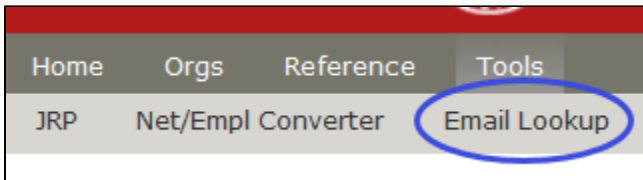
5. To use this app and get an Excel spreadsheet of the results follow these instructions
    a. Click the "Browse" button and navigate to your .txt file
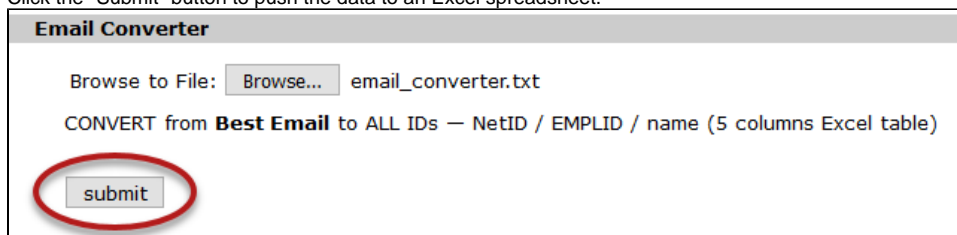
    b. Double click on the correct file or single click and use the "open" button.
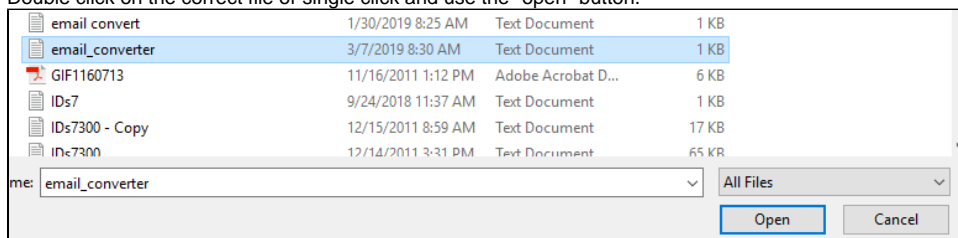
    c. Click the "Submit" button to push the data to an Excel spreadsheet.

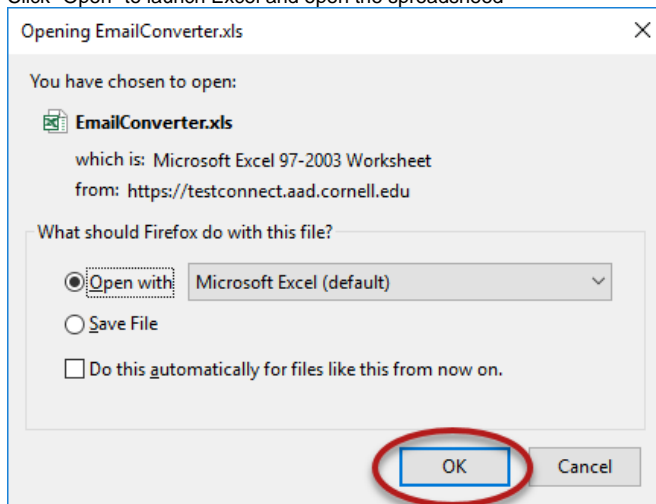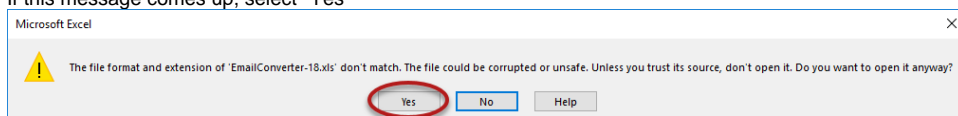d. Click "Open" to launch Excel and open the spreadsheed

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.
   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.
   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.

v.

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
            1. (blank) – If status is blank a single record for that email address has been found. (Excel rows 15, 19, 24, 25)
            2. 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

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