



### **Do you have information to share with the entire collaboration network?**

Go to [michiganwater.net](http://michiganwater.net). From the home page, under the "Search: Find a water quality expert based on..." box, click "Show all." You will go to a page listing all network members.

Check the "Contact" box in the header to select all members.

Scroll all the way to the bottom of the page. You can choose to download a text file with all email addresses (which you would copy and paste into an email) or to email all selected (which opens your email client and inputs the email addresses in the "To" field). Using the text file option allows you to copy and paste all of the addressed into the "bcc" field of the email, which looks a little cleaner.

### **Do you want to create a targeted email list?**

The Michigan Water Collaboration Networking tool is not set up to develop and maintain listservs. However, you can create communicate with researchers about specific topics by creating targeted mailing lists.

Go to [michiganwater.net](http://michiganwater.net). From the home page, enter search terms into the "Search: Find a water quality expert based on..." box, or click on the advanced search for additional options. After clicking "Search," you will be taken to a page listing showing your results.

Check the "Contact" box in the header to select all members on the results page.

Scroll all the way to the bottom of the page. You can choose to download a text file with all email addresses (which you would copy and paste into an email) or to email all selected (which opens your email client and inputs the email addresses in the "To" field).

You can also save the text file for future reference, though it may become outdated as participants join or leave the network over time.