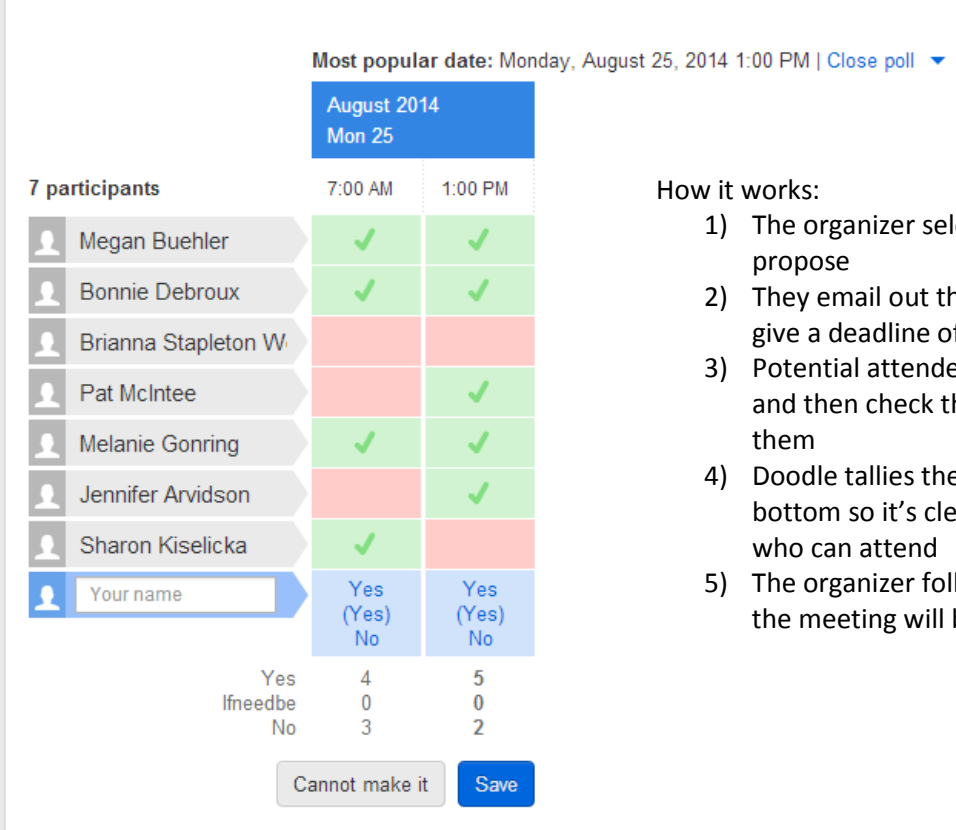
Tools for Project Management

Doodle.com

A free website that simplifies scheduling.



How it works:

1) The organizer selects dates and times that they'd like to propose
2) They email out the link with the meeting details and give a deadline of when people should respond by
3) Potential attendees click on the link, enter their name, and then check the meeting times that will work for them
4) Doodle tallies the availability of participants at the bottom so it's clear what the best meeting time is and who can attend
5) The organizer follows up to inform everyone of when the meeting will be

Copying Email Addresses from Excel into an Email

Since you can export a list of all the members in your project to an excel spreadsheet, you can easily copy and paste all those email addresses into an email by doing the following:

1. Left click on the top cell that has an email in it.
2. Hold down the left clicker and drag the mouse all the way down to the last cell with an email in it.
3. Right click and select 'copy'.
4. Open up your email message.
5. Click in the 'to, cc, or bcc' field.
6. Right click and select 'paste'.

Note: All of the emails will copy over, each on its own line. After a few seconds, you'll notice that all of the emails will condense with multiple emails on one line separated with a ';'.