**Exporting the latest development@engr list and updating in Marketo**

**Accessing and exporting the development@engr list – list admin permission required**

1. Go to <https://mailman12.u.washington.edu/mailman/admin/engr-development>.
2. Log in with your UW NetID.
3. Click the “Go to the general list information page” link (one of the bullet items at the top of the page)
4. Scroll down and click the “Visit Subscriber List” link.
5. Copy the addresses into Excel.
6. Do a search and replace of <space>at<space> with @.
7. Save in an Excel spreadsheet:
	* Marketo folks say it’s okay to provide a spreadsheet that’s email addresses only (no columns for first and last names) for exported UW mailman lists.
	* Make sure there’s only one tab in the spreadsheet

**Requesting a list refresh for Marketo**

1. Go to the Marketo Audience Request Form page: <http://depts.washington.edu/uwadv/data-technology-resources/marketo/marketo-audience-request-form/>.
2. Follow the instructions with these notes about certain fields:
	* Under “Where can we find the information needed to create the audience for your email program?” (on the second page of the form) choose “**I have a spreadsheet(s) that I need imported into Marketo** (use this option for new lists and to ***refresh*** existing lists).”
	* Under “Spreadsheet instructions,” (page 3 of the form), choose “**Delete and reload all members based on this spreadsheet.**”
	* Under “Anything else we should know,” **note that the spreadsheet comes from a UW Engineering mailman list and includes email addresses only**.
3. Make sure all the appropriate audience lists are associated with the message, not just this one.