

How to Add Multiple Email Addresses to Your Group List in Order to Send Out Kozai Assessment Invitations

1. Gather the e-mail addresses and names of your participants.
2. Enter them into a 3-column Excel spreadsheet, one row per participant.

E-mail address	Last name	First name
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3. After logging in to the Kozai assessment website, select the button Managing Existing Survey Groups, then select Manage next to the group name.
4. Copy the email addresses and names from the Excel spreadsheet by highlighting all the cells that contain data and choosing the copy function.
5. Return to website, place your cursor into the top left cell under Email and select the paste function.
6. All of the email addresses and names from the Excel spreadsheet will now be entered into your group list on the Kozai assessment website.