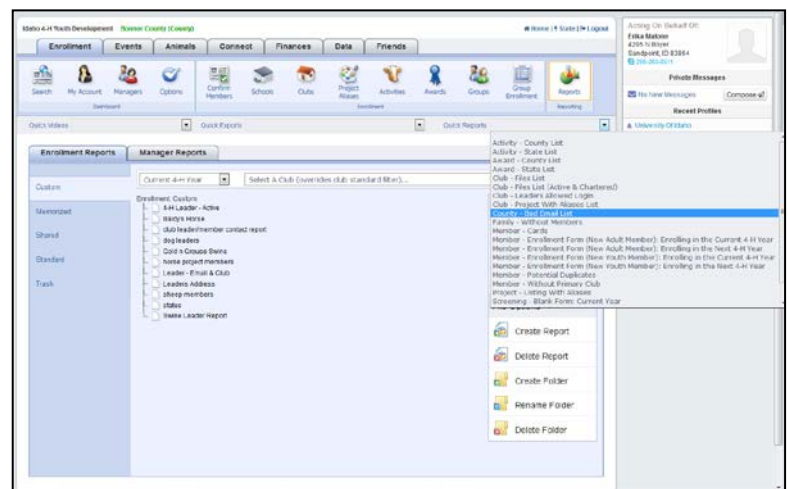


Email Cleanup

As we progress with system features in 4-H Online such as trainings (i.e. Protecting Minors Training), broadcast emails, and volunteer screening processes it is extremely critical that valid, working emails are identified in 4-H Online. County Staff/4-H Professionals/Extension educators need to create profiles in 4-H Online utilizing a personal email address. Families identify an email address to start the enrollment process into 4-H Online for the Family Record. There is an opportunity for 'members' (youth or adult) can identify a separate email where correspondence goes directly to them. There is benefit to running the Bad Email report and the Email Cleanup Report to identify 1) if an email address has been identified for the family and/or adult 2) if the email addresses are valid

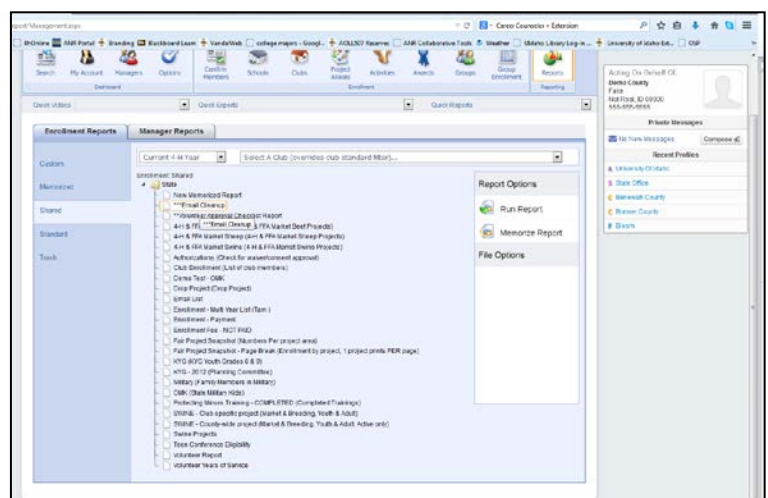
STEP ONE: Run a Quick Report of Bad Emails:

- Login to your manager account on 4-H Online at <https://idaho.4honline.com>
- On the dashboard click the 'Reports' Icon
- Select 'Quick Reports' in the gray area below the Reports Icon
- From the Dropdown list click on 'County – Bad Email List'
- A popup will appear, this list automatically exports as a .pdf file



STEP TWO: Run ***Email Cleanup Report (Shared State Report):

- Login to your manager account on 4-H Online at <https://idaho.4honline.com>
- On the dashboard click the 'Reports' Icon
- Select 'Shared' from the Enrollment Reports Tab
- Click on '***Email Cleanup' and Click Run Report
- **OR** Right Click on '***Email Cleanup' and Export to Excel





Email Cleanup - 4-H Online HelpSheet

- Once you export you *may or may not* get results based on the parameters set with the email cleanup report.

Troubleshooting issues