1. Go to ECFCC on PPMS: https://ppms.us/emory/?ECFCC
2. Navigate to **User rights**
3. Retrieve user emails based on a system

    To email all users:
    a. Go to **View rights, filter by:**
    b. Under **Select a system**, choose **All systems** and **go**
       OR
    To email users with rights to a specific instrument:
    a. Go to **View rights, filter by:**
    b. Under **Select a system**, choose instrument of choice and **go**

4. Scroll down to **Mailing lists** and under the option **Send a mail to all the autonomous and novice users in your default email client**, choose the option on the second line: **copy email addresses to clipboard**
5. If Outlook preferences are set to use commas as separation between individual email addresses, skip to step 7.
6. Open Notepad on your computer and paste emails into a new window.
    a. Go to **Edit** and then select **Replace…**
    b. Replace all commas with semicolons
    c. Go to **Edit** and then **Select All**
    d. Go to **Edit** and then **Copy**
7. In Outlook, paste user email addresses in the **Bcc** field
8. Put your own email address in the **To** field and flow core staff addresses in the **Cc** field
9. Compose email and send