

Copying email addresses from the online directory

How to locate and copy an email address from the Faculty & Staff directory:

1. Visit the Online Directory here <https://www.delhi.edu/mydelhi/faculty-staff/directories/people/index.php>
2. Right click on the link for the user. ex) 'Email Cody Conrad'

Conrad, Cody, Instructional Support Associate, Computer Information Systems
317 Bush Hall, 607-746-4838, [Email Cody Conrad](#)

3. Depending on the browser you are using you will choose the following option from the drop down:

Google Chrome	<input type="button" value="Copy email address"/>
Firefox	<input type="button" value="Copy Email Address"/>
Internet Explorer	<input type="button" value="Copy shortcut"/>
Microsoft Edge	<input type="button" value="Copy link"/>

4. You can paste the address by right clicking and choosing 'Paste' or use the shortcut 'Ctrl+V'

Note: Internet Explorer and Edge will copy addresses with extra characters that will need to be edited.

`mailto:conradcj%40delhi%2Eedu`

Tip:

You can also quickly find a preview of the address by hovering your mouse over the link displaying 'Email NAME'

The preview will display at the bottom left of your window

Note: The address may show extra characters for the @ or . symbols

`mailto:conradcj%40delhi%2Eedu`