

## Faculty of Environmental Studies Directory Export Instructions:

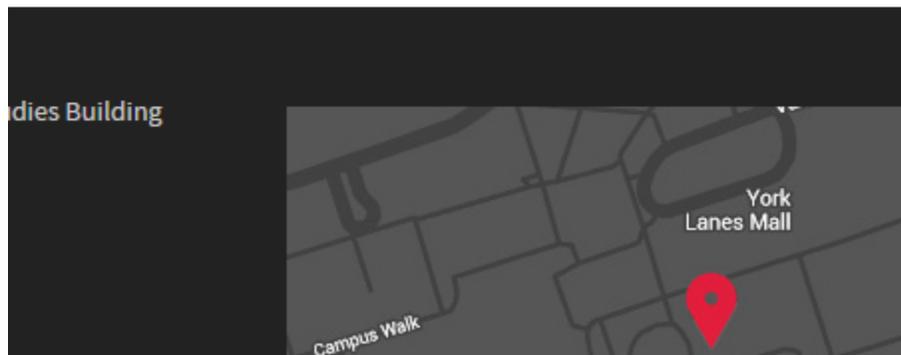
*Please note: this feature works best using Google Chrome, Mozilla Firefox, or Internet Explorer Browsers.*

1. In order to export the directory, please visit <http://fes.yorku.ca/about/staff-directory/>.
2. Scroll all the way to the bottom, where you will find the [Export Directory to CSV](#) link.

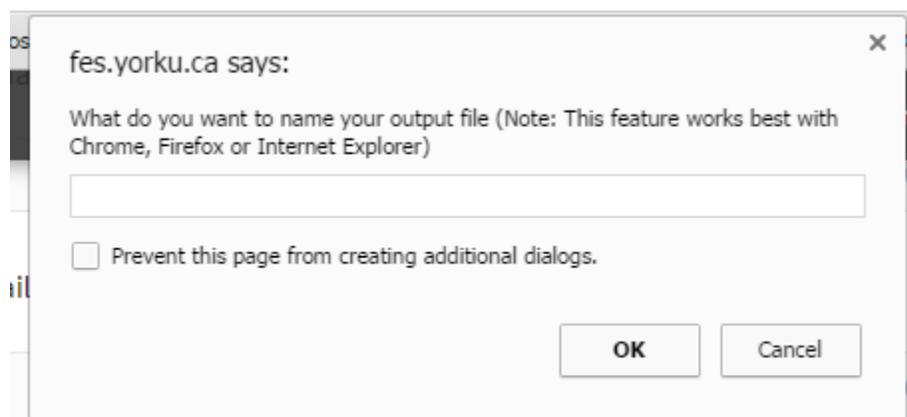
@yorku.ca

@yorku.ca

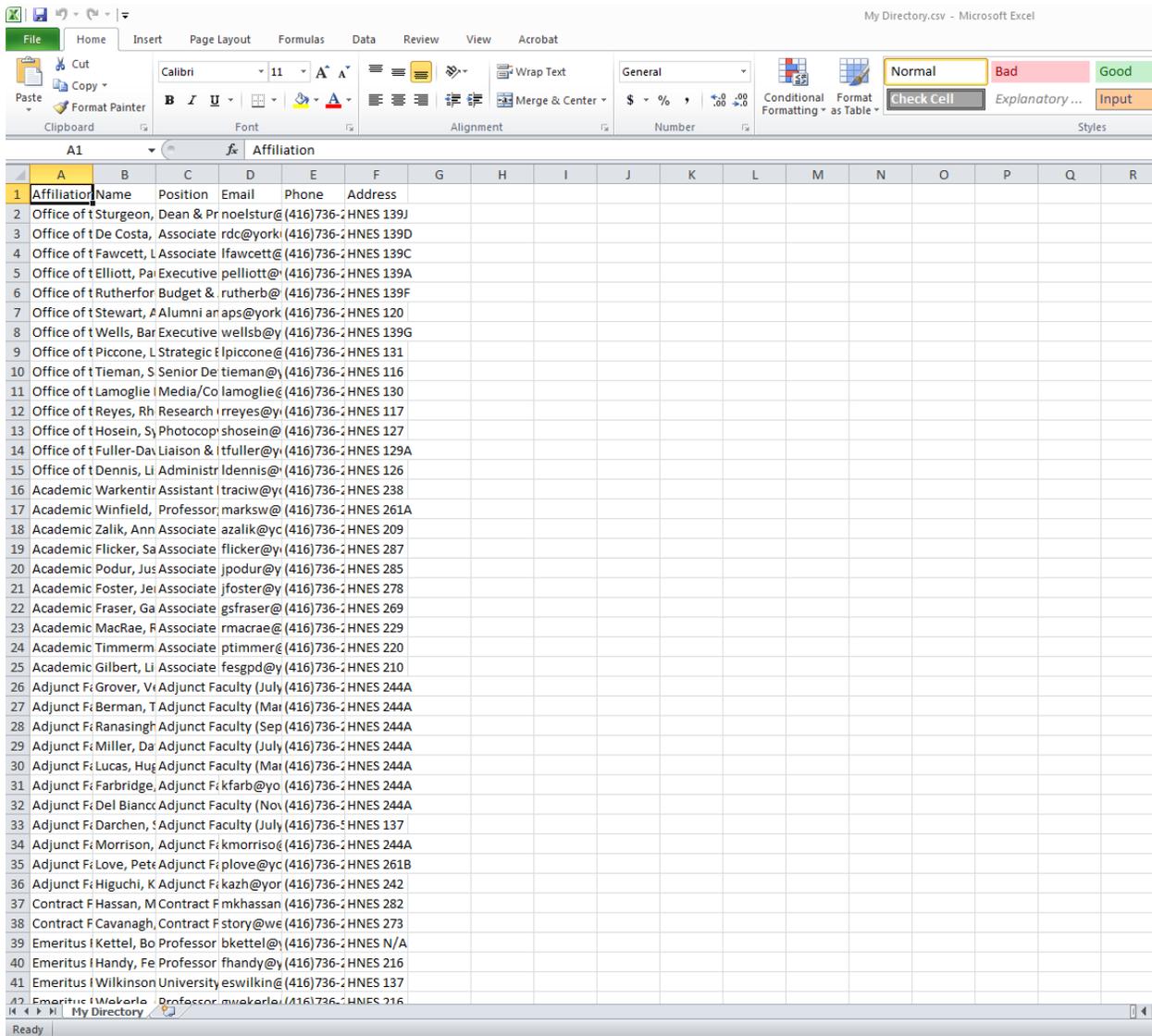
[Export Directory to CSV](#)



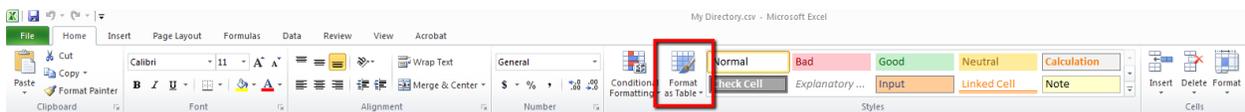
3. Once you click that link, you will be asked to give your export file a name.



- Next you should get a prompt that asks you to save the file to a location of your choice. If your browser does not prompt you for this, then it means the file has been saved in the default **Downloads** folder, which can be found at **C:\Users\Your Username\Downloads**.
- Now you have a CSV file that you can use for your purpose. In this tutorial, we will now make the CSV into a searchable Excel Table.
- Open the export file. It should automatically open in Excel, and you should see something like this:



- To turn this into a searchable table, click the **Format as Table** button and select your favorite color and style.

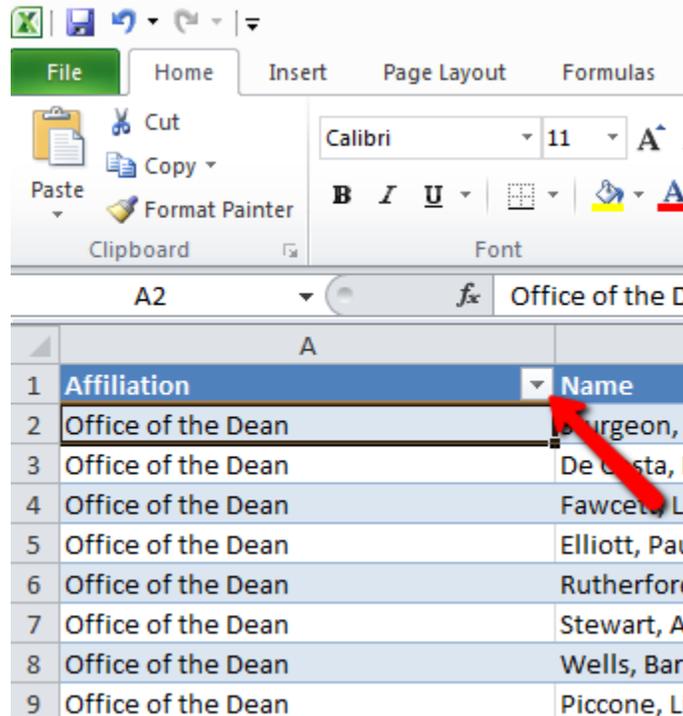




10. Change the width of the columns in order to fit all of the data so that it is legible. A quick way to do this is to double click the column separator (i.e. the line between A and B columns). You should now have something that looks like this:

Affiliation	Name	Position	Email	Phone	Address
Office of the Dean	Sturgeon, Noel	Dean & Professor	noelst@yorku.ca	(416) 736-2100 x 55284 (Voicemail)	HNES 1391
Office of the Dean	De Costa, Ravi	Associate Dean Research & Associate Professor	rdc@yorku.ca	(416) 736-2100 x 21079 (Voicemail)	HNES 1390
Office of the Dean	Fawcett, Leesa	Associate Dean Students & Associate Professor	lfawcett@yorku.ca	(416) 736-2100 x 22618 (Voicemail)	HNES 139C
Office of the Dean	Elliott, Paul	Executive Officer	pellott@yorku.ca	(416) 736-2100 x 33253 (Voicemail)	HNES 139A
Office of the Dean	Rutherford, Beverley	Budget & Administrative Assistant	rutherford@yorku.ca	(416) 736-2100 x 22642 (Voicemail)	HNES 139F
Office of the Dean	Stewart, Amy	Alumni and Events Officer	ast@yorku.ca	(416) 736-2100 x 44623 (Voicemail)	HNES 120
Office of the Dean	Wells, Barb	Executive Assistant to the Dean	bwells@yorku.ca	(416) 736-2100 x 55284 (Voicemail)	HNES 139G
Office of the Dean	Piccone, Lily	Strategic Enrollment & Communications Officer	lpiccone@yorku.ca	(416) 736-2100 x 22107 (Voicemail)	HNES 131
Office of the Dean	Tieman, Sandy	Senior Development Officer	stieman@yorku.ca	(416) 736-2100 x 38013 (Voicemail)	HNES 116
Office of the Dean	Lamoglie De Nardo, Jessica	Media/Communications Coordinator	lamoglie@yorku.ca	(416) 736-2100 x 33285 (Voicemail)	HNES 130
Office of the Dean	Riyes, Rhoda	Research Officer	riyes@yorku.ca	(416) 736-2100 x 22641 (Voicemail)	HNES 117
Office of the Dean	Hoxein, Syed	Photocopy and Support Services	shoxein@yorku.ca	(416) 736-2100 x 22639 (Voicemail)	HNES 127
Office of the Dean	Fuller-Davidson, Tricia	Liaison & Database Assistant, Recruitment	tfuller@yorku.ca	(416) 736-2100 x 22641 (Voicemail)	HNES 129A
Office of the Dean	Dennis, Lisa	Administrative Assistant, Faculty Governance	ldennis@yorku.ca	(416) 736-2100 x 22640 (Voicemail)	HNES 126
Academic & Program Directors	Warkentin, Traci	Assistant Lecturer; Environmental/Sustainability Education Coord	twarkent@yorku.ca	(416) 736-2100 x 22627 (Voicemail)	HNES 238
Academic & Program Directors	Winfield, Mark	Professor; MES/JD Coord; Sustainable Energy Cert Coord	markow@yorku.ca	(416) 736-2100 x 21076 (Voicemail)	HNES 265A
Academic & Program Directors	Zalik, Anna	Associate Professor; PhD Program Director	azalik@yorku.ca	(416) 736-2100 x 22622 (Voicemail)	HNES 209
Academic & Program Directors	Flicker, Sarah	Associate Professor; Community Arts Practice Certificate Coord	sflicker@yorku.ca	(416) 736-2100 x 20728 (Voicemail)	HNES 287
Academic & Program Directors	Podur, Justin J	Associate Professor; GIS & Remote Sensing Certificate Coord	jpodur@yorku.ca	(416) 736-2100 x 20742 (Voicemail)	HNES 285
Academic & Program Directors	Foster, Jennifer	Associate Professor; Planning Prog Coord; Urban Ecologies Cert Coord	jfoster@yorku.ca	(416) 736-2100 x 22106 (Voicemail)	HNES 278
Academic & Program Directors	Fraser, Gail	Associate Professor; Undergraduate Program Director	gfraser@yorku.ca	(416) 736-2100 x 44564 (Voicemail)	HNES 269
Academic & Program Directors	MacRae, Reid	Associate Professor; MES Program Coordinator	rmacrae@yorku.ca	(416) 736-2100 x 22116 (Voicemail)	HNES 229
Academic & Program Directors	Timmerman, Peter	Associate Professor; Business and Environment Diploma Coord	ptimmer@yorku.ca	(416) 736-2100 x 33033 (Voicemail)	HNES 220
Academic & Program Directors	Gilbert, Liette	Associate Professor; Graduate Program Director	fesgpd@yorku.ca or gilbert@yorku.ca	(416) 736-2100 x 40055 (Voicemail)	HNES 210
Adjunct Faculty	Grover, Velma	Adjunct Faculty (July 2015 to July 2018)		(416) 736-2100 x 22610 (Voicemail)	HNES 244A
Adjunct Faculty	Berman, Tzeporah	Adjunct Faculty (March 2015 to March 2018)		(416) 736-2100 x 22610 (Voicemail)	HNES 244A
Adjunct Faculty	Ransingh, Hemanth	Adjunct Faculty (Sept. 2014 to Sept. 2016)		(416) 736-2100 x 22610 (Voicemail)	HNES 244A
Adjunct Faculty	Miller, David	Adjunct Faculty (July 2014-June 2017)		(416) 736-2100 x 22610 (Voicemail)	HNES 244A
Adjunct Faculty	Lucas, Hugo	Adjunct Faculty (March 2015 to March 2018)		(416) 736-2100 x 22610 (Voicemail)	HNES 244A
Adjunct Faculty	Farbridge, Karen	Adjunct Faculty (Oct. 2015 to Oct. 2018)	kfarb@yorku.ca or karenfarbridge@rogers.com	(416) 736-2100 x 22610 (Voicemail)	HNES 244A
Adjunct Faculty	Del Bianco, Ann	Adjunct Faculty (Nov. 2015 to Nov. 2018)		(416) 736-2100 x 22610 (Voicemail)	HNES 244A
Adjunct Faculty	Darchen, Sebastien	Adjunct Faculty (July 2014 to July 2017)		(416) 736-5252 (Voicemail)	HNES 137
Adjunct Faculty	Morrison, Karen Elizabeth	Adjunct Faculty (March 2016 to March 2019)	kmorrison@yorku.ca	(416) 736-2100 x 22610 (Voicemail)	HNES 244A
Adjunct Faculty	Love, Peter	Adjunct Faculty	plove@yorku.ca	(416) 736-2100 x 44022 (Voicemail)	HNES 261B
Adjunct Faculty	Higuchi, Kaz	Adjunct Faculty	kazhi@yorku.ca	(416) 736-2100 x 20478 (Voicemail)	HNES 242
Contract Faculty	Hassan, Mohammed K. R	Contract Faculty	mkhassan@yorku.ca	(416) 736-2100 x 22620 (Voicemail)	HNES 282
Contract Faculty	Cavanagh, Chris	Contract Faculty; Wild Garden Media Coordinator	story@web.ca	(416) 736-2100 x 22836 (Voicemail)	HNES 273
Emeritus Faculty	Kettel, Bonnie	Professor Emeritus	bkettel@yorku.ca	(416) 736-2100 x 55252 (Voicemail)	HNES N/A
Emeritus Faculty	Handy, Florida	Professor Emeritus	flhandy@yorku.ca	(416) 736-2100 x 22666 (Voicemail)	HNES 216
Emeritus Faculty	Wilkinson, Paul	University Professor Emeritus; Professor Emeritus in Envir Studies	eswilkin@yorku.ca	(416) 736-2100 x 55252 (Voicemail)	HNES 137
Emeritus Faculty	Makarla, Ganta	Professor Emeritus	makarla@yorku.ca	(416) 736-2100 x 33666 (Voicemail)	HNES 216

11. In order to search or sort a column, click the little down arrow in the header and choose the options and operations you wish.



12. The final step is to **Save As** an Excel document. After this you can format and print the document as you wish.

File name:	My Directory.xlsx	
Save as type:	Excel Workbook (*.xlsx)	
Authors: Calin Armenean	Tags: Add a tag	Title: Add a title