How to Email Out Your Lists from the Library Catalog

1. In a web browser, go to www.westlakelibrary.org and click on My Account.

2. Type in your WPPL library card number and PIN.

3. Once logged into your account, click on My Lists.

4. You’ll initially see your Temporary List. On the left, click on the list you’d like to email to yourself.
5. You’ll see your list. Click on the **top checkbox** to put blue checkmarks on all of the books. Click on **Select an Action**. Then, click **Email**.

6. Type in your email address and click **Send Email**.

7. Check your email. The list will be coming from no-reply@sirsidynix.com (check your Spam folder if necessary).

8. You can highlight a title if you want to copy and paste it into the new catalog to search for it, then add it to a list there if you want. Watch the tutorial at [bywatersolutions.com/education/using-lists-koha](http://bywatersolutions.com/education/using-lists-koha).

If you need assistance, please visit or contact our staff at the Adult Services (440.250.5462) or Youth Services (440.250.5471) desks.