Direct your browser to the IEEE SAMLeee login page. If you do not remember the address, search “ieee samieee login”.

http://www.ieee.org/about/volunteers/samieee/index.html
SAMIEEE

SAMIEEE is a Web based ad hoc query tool that provides volunteers access to member data. It allows ad hoc querying, reporting, and downloading of IEEE's membership data.

Access is limited to registered users with designated or automatic access.

Accessing SAMIEEE and analytics

SAMIEEE is a Web enabled tool that allows ad hoc querying, reporting, and downloading of IEEE's membership data. Access to this system is limited to registered users with designated or automatic access. All users must have an IEEE Web Account.

Upon accessing you agree to accept the terms of condition and use.

Access SAMIEEE

1. top of page

Training

Select “access SAMIEEE”
Please read before entering SAMIEEE tool:

It has come to our attention that there have been instances or situations where member information obtained from SAMIEEE has been made available and used inappropriately.

All volunteers with access to IEEE member data have a responsibility to verify the nature of the request before providing any information.

› Click here to Access SAMIEEE

Read guideline warning and confirm you wish to access SAMIEEE again
Login using your IEEE username and password.
Select "Analysis"
Select “SAMIEEE for Volunteers”
Select information about members that you need to know. In most cases, you simply want member email addresses. Each of the entries in this list can be expanded and a great deal of information is available about each member.
Expand the column information:
1- first click on “Member Info”
2- then on the second level topic labeled “Phones and Emails”
1 - Finally, doubleclick on “Email Address” since this is the information you want.

2 - A box will appear in the “Selected Columns” portion of the screen indicating Email Addresses are now selected.
1- Scroll over the pulldown menu following the “Email Address” column
2- Click on the filter icon. This icon looks like a funnel.
1- Select “is not null” from the pulldown options in the “Operator” box to eliminate members who have not provided an email address.

2- Then click on “OK”
A filter box appears indicating “Email Address” column will be filtered to select non-null entries only.
1- Expand the “Contact Flags” column information.

2- Select “Send Email Flag”
A second column appears: “Send Email Flag”.
Scroll over the pulldown menu following the “Send Email Flag” column and select the filter icon.
1- Select “is equal to/is in” from the options in the Operator box.

2- Then select “OK”
1- Choose the pulldown menu in the “Value” box. It may take a few minutes to inform you of what choices are acceptable.

In this case, only two choices are valid: N or Y. Select Y since we are filtering members who have selected to allow email contact.

2- Finally, Select “OK”.

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A second filter box appears indicating the “Email Flag” column will be filtered to include only email addresses of members who have specified they will accept Email.
Now click on the results tab. It might take a few minutes. SAMIieee will search members you are authorized to access and provide two columns – one is a list of email addresses, the second is a Y/N flag regarding their preference for receiving email. The two columns will be filtered according to the filter descriptions (ie. Only members who have listed email addresses and only members who have not opted out of receiving email.)
Your list could be multiple pages if you are from a large Chapter.

1- Select the “Export this analysis” icon. You will be given options for the download format.

2- Select “Excel 2003+”

The first column of the resulting spreadsheet can be used as your email list.