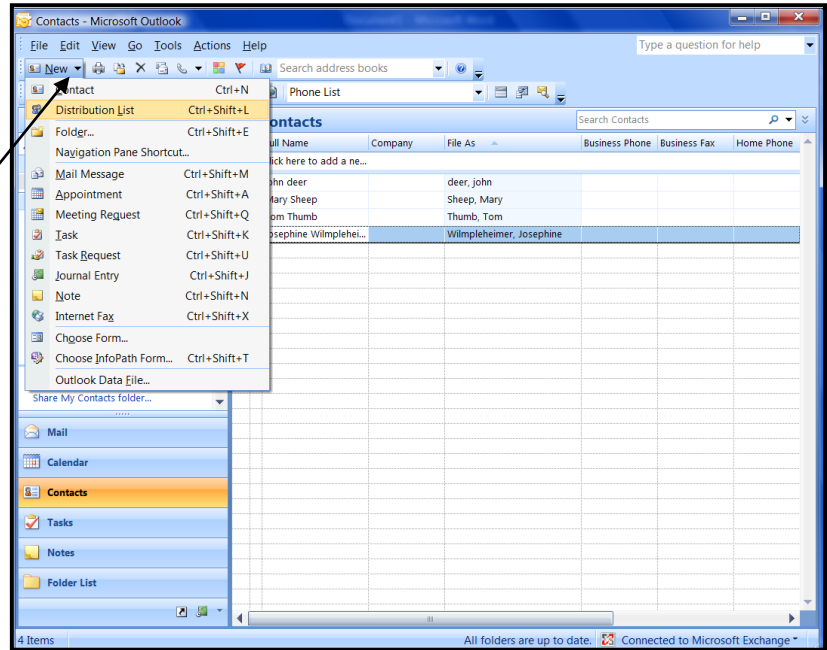


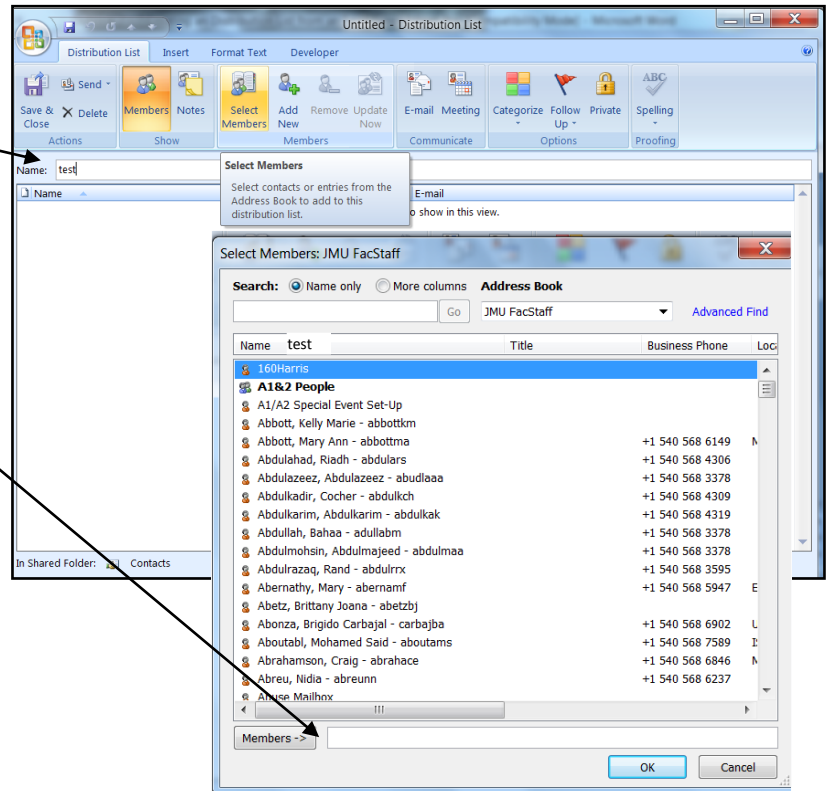
Create an Outlook Distribution List Using Data from an Excel Spreadsheet

Creating a Distribution List

1. Open **Outlook**.
2. Click on **Contacts** in the **Navigational Pane**.
3. Click the **New Entry's** down arrow button on the dialog box's toolbar.
4. Choose **Distribution List** and the click **OK**.



5. A new window will appear.
6. Type a **name** for the Distribution List.
7. Press **Enter**.
8. Click on **Select Members**.
9. A new window will open.
10. Names to be added will be put in the **Members** box at the bottom of the screen



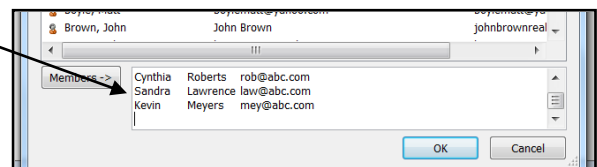
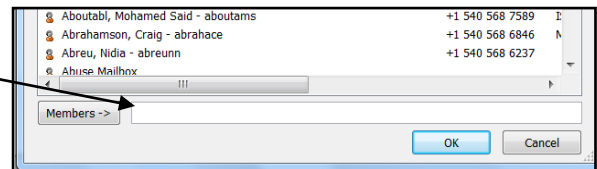
1. Open the **Excel Spreadsheet** that contains the names and addresses and e-mails to be included in the Distribution List.

| | A | B | C |
|----|----------------|----------------|---------------|
| 1 | F. Name | L. Name | E-Mail |
| 2 | | | |
| 3 | Bill | MacArthur | mac@abc.com |
| 4 | Shannon | Lee | lee@abc.com |
| 5 | Melinda | McGregor | mcg@abc.com |
| 6 | James | Overmire | ove@abc.com |
| 7 | Roger | Williams | wil@abc.com |
| 8 | Annie | Philips | phi@abc.com |
| 9 | Melissa | James | jam@abc.com |
| 10 | Mary | Smith | smi@abc.com |
| 11 | Rita | Greg | gre@abc.com |
| 12 | Trevor | Johnson | joh@abc.com |
| 13 | Paul | Anderson | and@abc.co |
| 14 | Rebecca | Austin | aus@abc.com |
| 15 | Cynthia | Roberts | rob@abc.com |
| 16 | Sandra | Lawrence | law@abc.com |
| 17 | Kevin | Meyers | mey@abc.com |

2. **Click and Drag** to **Highlight** the rows and columns that are to be copied in the Excel Spreadsheet.
3. **Copy** the data by using **CTRL-C** or any other process to copy the data.
4. Move back to the **Outlook Distribution List Screen**.

| | A | B | C |
|----|----------------|----------------|---------------|
| 1 | F. Name | L. Name | E-Mail |
| 2 | | | |
| 3 | Bill | MacArthur | mac@abc.com |
| 4 | Shannon | Lee | lee@abc.com |
| 5 | Melinda | McGregor | mcg@abc.com |
| 6 | James | Overmire | ove@abc.com |
| 7 | Roger | Williams | wil@abc.com |
| 8 | Annie | Philips | phi@abc.com |
| 9 | Melissa | James | jam@abc.com |
| 10 | Mary | Smith | smi@abc.com |
| 11 | Rita | Greg | gre@abc.com |
| 12 | Trevor | Johnson | joh@abc.com |
| 13 | Paul | Anderson | and@abc.co |
| 14 | Rebecca | Austin | aus@abc.com |
| 15 | Cynthia | Roberts | rob@abc.com |
| 16 | Sandra | Lawrence | law@abc.com |
| 17 | Kevin | Meyers | mey@abc.com |

5. Confirm that the **cursor** is in the **Members** box.
6. **Paste** Data into the Members box by clicking **CTRL-V** or any other process to paste the data.
7. The data will appear in the **Members** box.
8. Click **OK**.
9. The names and e-mail names now appear in the **Distribution List** window.
10. Click **Save and Close** in the upper left corner to **Save** the newly completed **Distribution List**.
11. Close **Excel** if it is still open.



12. The new **Distribution List** is now ready to use.

