



## Creating a Distribution List from Excel

Date: September 23, 2009

Version: 1.0

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#### Excel 2003:

1. Create a list of contacts in Excel that should include the contact's first name, last name, and e-mail address.
2. Select **File** --> **Save as...**
3. Select the destination directory in the "Save in:" field.
4. Type the files name in the "File name:" field.
5. Select "CSV (Comma delimited)" in the "Save as type:" field.
6. Save then Exit Excel.

#### Outlook 2003:

1. Open Outlook 2003 and go to the Contacts module
2. Select **File** --> **Import and Export** --> select "Import from another program or file" --> **Next**.
3. Select "Comma Separated Value(Windows)" --> **Next**.
4. Use the Browse feature to load the file you just created in the above Excel instructions (.CSV file).
5. Select the appropriate contacts folder --> **Next**.
6. Place a check mark into the appropriate import selection --> **Finish**.
7. The "Map Custom Fields" window should now appear. Drag the fields in the left pane of the window onto corresponding fields in the right pane until all fields on the left have a matching partner on the right
8. Select **OK** --> **Finish**.
9. Click the **Actions** menu --> **New Distribution List**
10. In the "Name:" field, enter a description



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11. Select the address book the data was imported into from the "Show names from the:" drop down field.
12. Click the **Select Members** button to choose from known contacts.
13. Double-click each desired member to add them to the list.
14. **OK** --> **Save** and Close