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Excel email addresses
Many people maintain email addresses, along with other information, in Excel spreadsheets. You can easily copy email addresses and insert them into an Outlook email message.

Open Excel. Left click the first email address. Keep the left mouse held down and drag to the bottom of the list of addresses. You will see a highlighted box around all email addresses.

Right click and choose Copy (or click edit-copy).

This copies all the email addresses to your clipboard for insertion into your email.

Sending email to the list
Create a new email message.
In the To field, right mouse click and choose Paste to copy addresses into that field.

For confidentiality purposes, you could paste the addresses into the Bcc field and list your own address in the To field. That would prevent people from seeing everyone else’s email address. If the Bcc field is not visible in your email message window, click View-Bcc field.

Create a distribution list of email addresses from Excel list
Should you desire to create a distribution list from your Excel email addresses, copy them as noted above. Then proceed to creation of a distribution list!
Click on the down arrow next to New. Choose “Distribution List.”

Or click on File-New-Distribution List.

The following window will appear
Type a name to identify your new list
Click the Select Members button

This will open a window showing the Outlook address book.

Right click in the white field next to Members (circled below) and choose Paste. You will see that field populate with email addresses from your excel list. (Sample addresses illustrated below have been blurred for confidentiality purposes).

Click OK and you will be returned to the distribution list. Click Save and Close.
Sending email to a distribution list

There are two ways to send to your new distribution list:

1. Create an email. Click To in the email form to use the address book. Click on the drop down arrow next to “Global Address List” and choose Contacts. Select your distribution group and send email.

2. Click on Contacts from the main navigation area in Outlook (bottom left portion of screen).

   All your personal contacts and distribution lists will show on the right side of the screen after you click Contacts.

   Find your distribution list. Right click on it and choose New Message to contact.

Sending e-mail to part of a distribution group

Once you have selected your distribution list and see it in the To or Bcc field, you will notice a + sign appears to the left of the group name.

- Click on the + sign to expand the group...if a warning window appears, click OK.
- The names of the individuals in that group will appear. Edit the names as you wish and send your e-mail.
- This will edit the group for this one-time send. It does not permanently edit the group.
Confidential sending (addresses not visible in email To field)

- Create your email as usual
- Add your distribution list to the Bcc field. (If a Bcc field is not visible in your email message, click the Options ribbon bar and choose Show Bcc.)
- Add your email address in the To field.
  NOTE: If your list is in the To field, but you wish it to be in the Bcc field, click on it and drag it to the Bcc field.

Edit personal distribution list

To edit your list:

- Click on Contacts under the navigation menu.
- Double click on your distribution list.
- Remove people or add people as necessary.
  - Click Select Members to add people from the Global Address List or your Contacts.
  - Click Add New to add someone not listed in the address book or your contacts.
- Remove someone – highlight name and click Remove.
- Click Save and Close.

Warning - **DO NOT CLICK X** – that will delete your entire distribution list!!

(If you have already deleted it, follow the instruction for getting your distribution list back as listed in the distribution list tutorial on the Office of Technology Outlook page.)