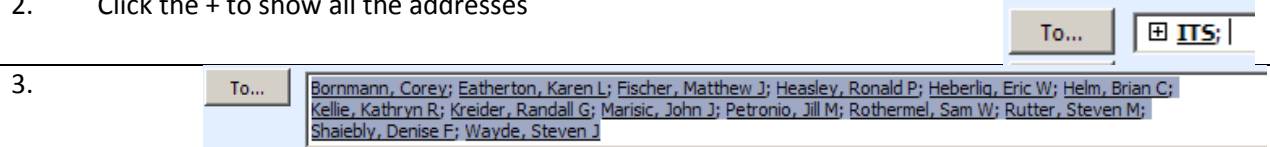


Create a Spreadsheet from an Outlook Distribution List

In Outlook

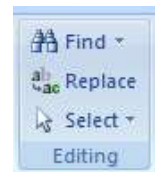
1. Create a message (you won't actually send it) and put the distribution list in the To line
2. Click the + to show all the addresses



4. Select and copy all the addresses

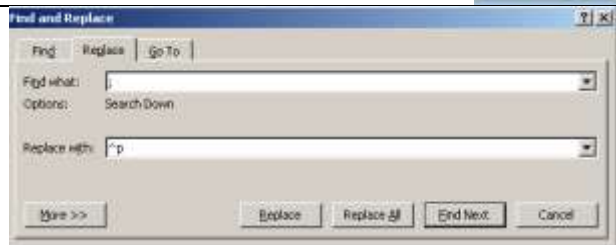
In Word:

5. In Word
6. Paste
7. The addresses will look like this:
Bornmann, Corey; Eatherton, Karen L; Fischer, Matthew J; Heasley, Ronald P; Heberlig, Eric W; Helm, Brian C; Kellie, Kathryn R; Kreider, Randall G; Marisic, John J; Petronio, Jill M; Rothermel, Sam W; Rutter, Steven M; Shaiebly, Denise F; Wayde, Steven J
8. The addresses above are from the global address book, so that is why they don't have @etown.edu. The email server "resolves" the names to the actual email addresses and they are sent ok.
9. You will now change the ; to a paragraph mark Move the cursor to the top of the document
The Home tab should be selected
10. Click Replace



11. In the Find what:
Type: ; space
"space" indicates you press the space bar once

In Replace with:
Type: ^p



12. Click Replace All

13. The names begin to look like a list

Bornmann, Corey
Eatherton, Karen L
Fischer, Matthew J
Heasley, Ronald P
Heberlig, Eric W
Helm, Brian C
Kellie, Kathryn R
Kreider, Randall G
Marisic, John J
Petronio, Jill M
Rothermel, Sam W
Rutter, Steven M
Shaiebly, Denise F
Wayde, Steven J

14. You will now copy the list from Word into Excel

15. In Word

16. Select the list

17. Press Control + C

In Excel:

18. Turn on Excel

19. Select cell A2

20. Press Control + V

	A	B
1		
2	Bornmann, Corey	
3	Eatherton, Karen L	
4	Fischer, Matthew J	
5	Heasley, Ronald P	
6	Heberlig, Eric W	
7	Helm, Brian C	
8	Kellie, Kathryn R	
9	Kreider, Randall G	
10	Marisic, John J	
11	Petronio, Jill M	
12	Rothermel, Sam W	
13	Rutter, Steven M	
14	Shaiebly, Denise F	
15	Wayde, Steven J	
16		
17		

21. In cell A1, title the column: Name

22. Bold and Italicize Name

23. Make the column wider to display the entire name

	A
1	<i>Name</i>
2	Bornmann, Corey
3	Eatherton, Karen L
4	Fischer, Matthew J
5	Heasley, Ronald P
6	Heberlig, Eric W
7	Helm, Brian C
8	Kellie, Kathryn R
9	Kreider, Randall G
10	Marisic, John J
11	Petronio, Jill M
12	Rothermel, Sam W
13	Rutter, Steven M
14	Shaiebly, Denise F
15	Wayde, Steven J

24. Save the Excel file

25. You will use this Excel file as a recipient list in a Word mail merge to email

26. The Name column will be the email address field when you Merge to E-mail in Word

Merge to E-mail ? X

Message options

To: Name

Subject line: TEST

Mail format: HTML

Send records

All

Current record

From: [] To: []

OK Cancel