Importing contacts from Excel and using them for Distribution List

By Rich Diaz 01/22/07

1. Open the Excel file containing the contact information.
2. Highlight all of the data in the Excel file (or limit to 100 rows or so, if the file is large).
3. Do Insert/Name/Define and enter a name for the highlighted data.
4. Click “OK”.
5. Save changes and exit.
6. In Outlook, click on “Contacts”.
7. Click File/New/Folder and give it a name.
8. Click “OK”.
9. Click File/Import and Export/Import from another program or file/Microsoft Excel
10. Click “Browse” and navigate to the Excel file containing the contact data.
11. Click “Next”.
12. Select the new Contact folder created in step 7.
13. Click “Next”.
14. Click the check box to the left of “Import “xxx” into folder “yyy”. This will allow you to click on the “Map Custom Fields” button.
15. Click “Map Custom Fields” and drag all the fields from the left pane that you want to import into contacts, to the corresponding field names in the right pane, e.g. drag the person’s name to “Name”, and their email address to “Email”.
16. Click “OK”.
17. Click “Finish”.
18. To add the imported names from the new contact folder to a distribution list, click File/New/Distribution List
19. Give the Distribution List a name.
20. Click “Select Members”.
21. Under “Show Names from the”, click the drop-down arrow and navigate to the new contact subfolder created in step 7.
22. Highlight all the names.
23. Click “Save and Close”.
24. To address an email to the Distribution List, navigate to it in your contacts list, right-click on it, and select “New Message to Contact”.

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