HOW TO EXPORT A DISTRIBUTION LIST IN OUTLOOK TO EXCEL.

In Outlook, start a new message.

On the TO field, put the any DL. In the picture below, I am using PATH-USERS

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Send	To <u>.</u>	<u>■ PATH-USERS;</u>		
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Click on "+" to reveal the contents of the DL. You will get this WARNING, click on the OK button

Expand I	List	×	
	If you expand the list, Outlook will replace the list with its members. You will not be able to collapse it again.	I	
	OK Cancel		

Highlight and copy all names and paste them in MS Word.

In Word, select all the text you inserted and use the "Replace" function to make a list.





And replace the semicolon with new lines command (^p)

Click on the "Replace All" button. This action will make a list.....

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Select all and copy this list.

Open Excel and select the "Paste" button

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In Excel, click on the "Data" menu/tab and select "Text to Column"

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This will bring up the "Convert Text to Columns Wizard"

Choose "Delimited" and click on the "Next" button.

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Convert Text to Coumns Wizard - Step 1 of 3	? ×	
The Text Wizard has determined that your data is Delimited. If this is correct choose Next, or choose the data type that best describ Original dat type Choose the faile type that best describes your data:	s your data.	
Pelimited - Characters such as commas or tabs separate ear Fixed width - Fields are aligned in columns with spaces betw	n field. en each field.	
Preview of selected data:		
1 Abdelgawwad, Mohammad <moshalabi@uab.edu> 2 Agarwal, Sumit <sumitagarwal@uabmc.edu> 3 Ahmed, Khandaker A <kahmed@uabmc.edu> 4 Ahmed, Md Shakir U <shakir2l@uab.edu> 5 Akscyn, Robert M <rakscyn@uab.edu></rakscyn@uab.edu></shakir2l@uab.edu></kahmed@uabmc.edu></sumitagarwal@uabmc.edu></moshalabi@uab.edu>	^	
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Select "Other" and put the "<" symbol. Click on the "Next" button.

Convert Text o Columns Wizar	d - Step 2 of a	?	×
This screen Ats you set the delim in the preview below. Delimite: Tab Senicolon Comma pace Other: < Data preview	niters your data contains. You can see how your consecutive delimiters as one	text is a	ffected
Abdelgawwad, Mohammad Agarwal, Sumit Ahmed, Khandaker A Ahmed, Md Shakir U Akscyn, Robert M	moshalabi@uab.edu> sumitagarwal@uabmc.edu> kahmed@uabmc.edu> shakir2l@uab.edu> rakscyn@uab.edu>		< <
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Click on the "Finish" button and you will see that the B column in Excel contains the addresses only.

In Excel go back to the "Home" menu/tab and select the "B" column and use the "Find and Select" button.

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	А	В		С	D		E
1	Abdelgaw	mosh	alab	@uab.edu	>		
2	Agarwal,	sumit	agar	val@uabn	nc.edu	>	
3	Ahmed, K	kahm	ed@	uabmc.ed	u>		
4	Ahmed, N	shakii	21@	uab.edu>			
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In the "Find" field put the ">" symbol and on the "Replace" field put nothing. Click on the "Replace All" button.

Find and Replace	? ×
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Replace <u>A</u> II <u>Replace</u> Find AII <u>Find Next</u>	Close

Check you results and you will see that Column A has the user names and column B contains just the email addresses.