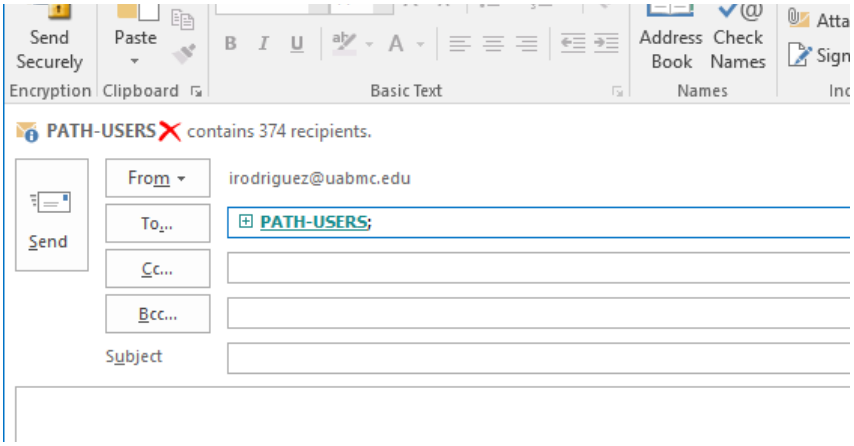
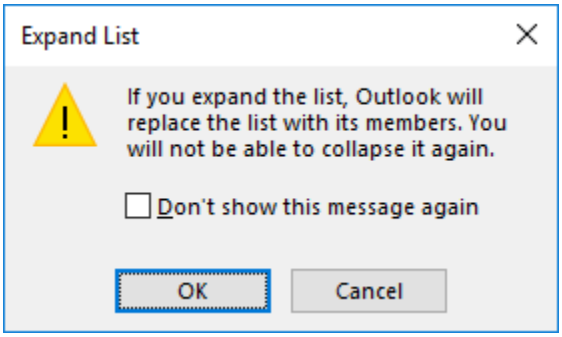
HOW TO EXPORT A DISTRIBUTION LIST IN OUTLOOK TO EXCEL.

In Outlook, start a new message.

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

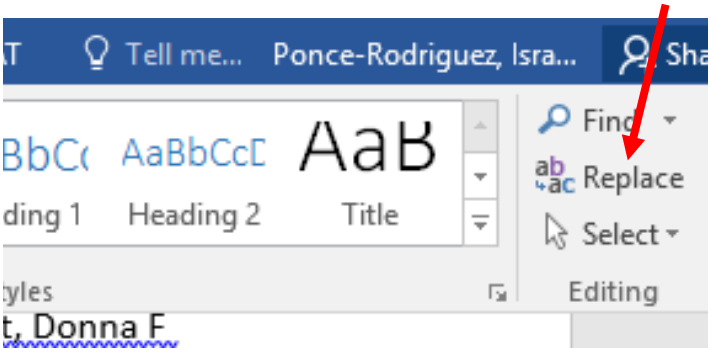


Click on "+" to reveal the contents of the DL. You will get this WARNING, click on the OK button

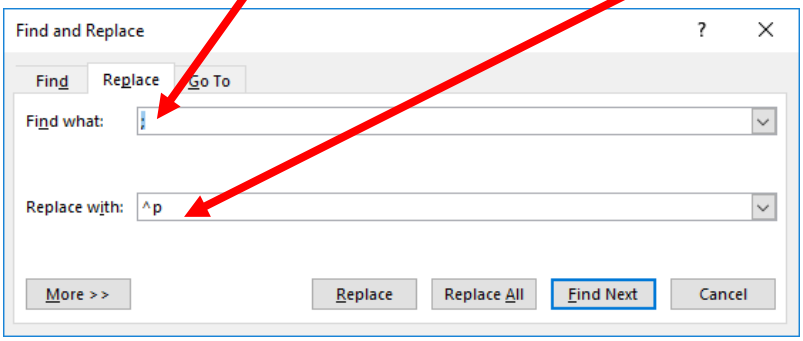


Highlight and copy all names and paste them in MS Word.

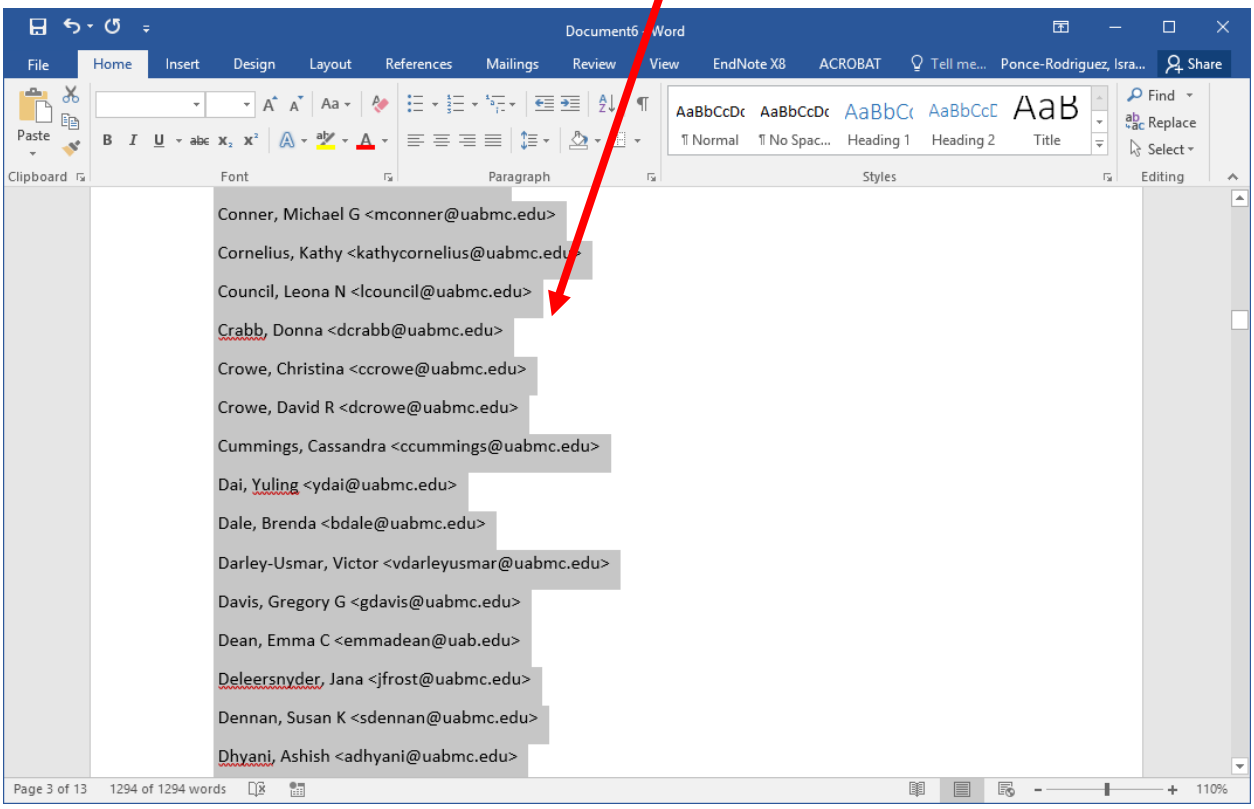
In Word, select all the text you inserted and use the "Replace" function to make a list.



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

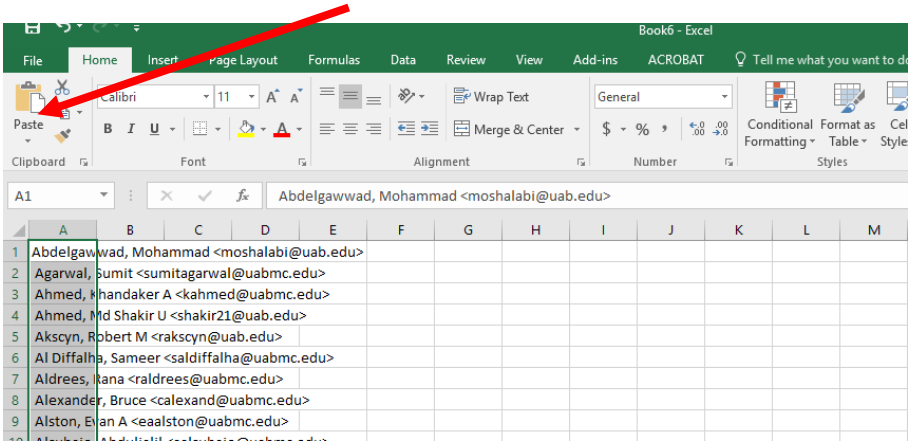


Click on the “Replace All” button. This action will make a list…..

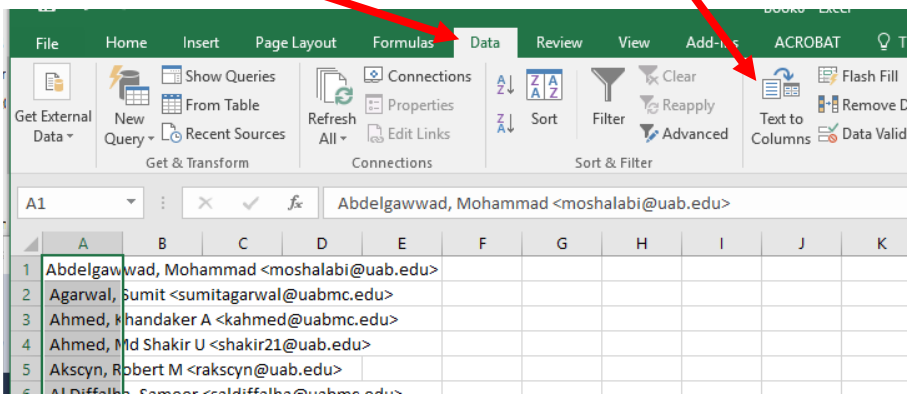


Select all and copy this list.

Open Excel and select the “Paste” button

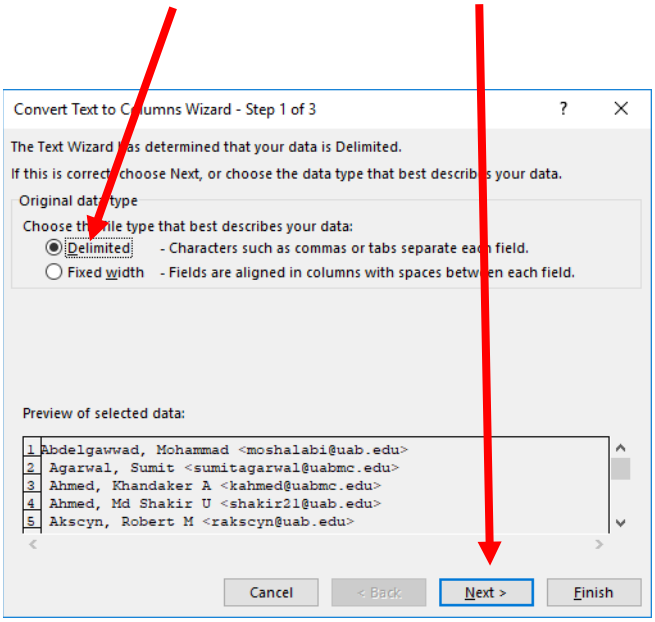


In Excel, click on the “Data” menu/tab and select “Text to Column”

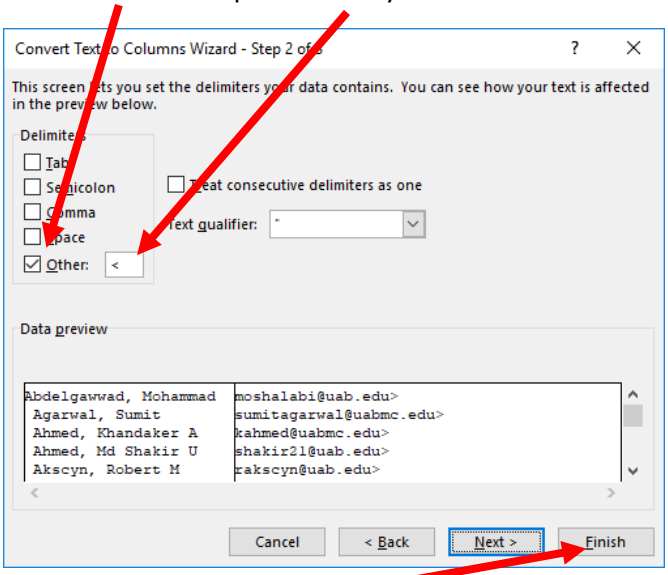


This will bring up the “Convert Text to Columns Wizard”

Choose “Delimited” and click on the “Next” button.

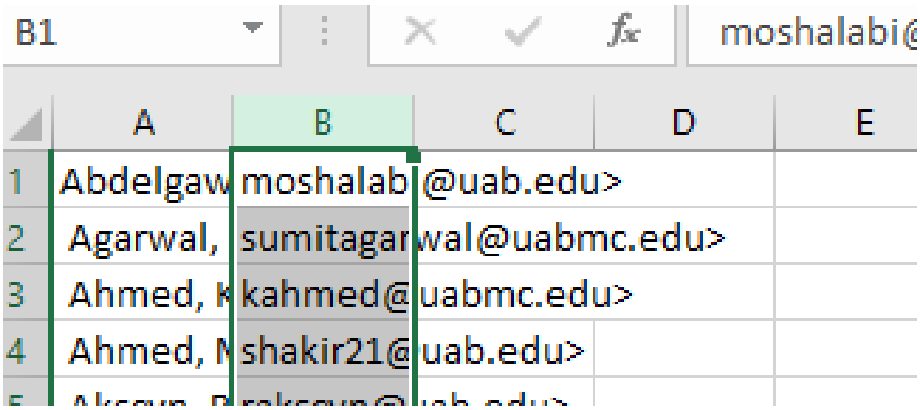


Select “Other” and put the “<” symbol. Click on the “Next” button.

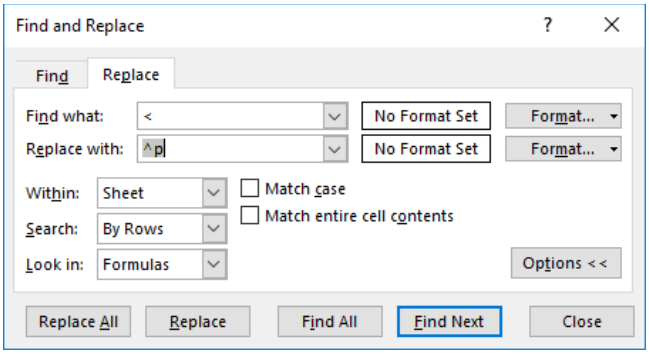


Click on the “Finish” button and you will see that the B column in Excel contains the addresses only.

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



In the “Find” field put the “>” symbol and on the “Replace” field put nothing. Click on the “Replace All” button.



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