

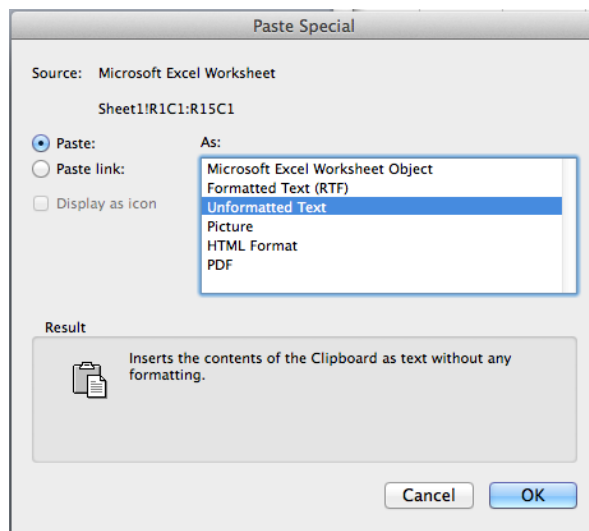
(Mac OS X/Office 2011)

Creating an OWA Contact Group from an Excel Spreadsheet

If you have an Excel spreadsheet that contains a long column of email addresses and you'd like to create a contact group in OWA, you can! It's not a streamlined process, but it's still faster than individual copying and pasting if you have a large group of email addresses to copy and paste. The first time you do this may be time-consuming, but once you get used to it, it's a quick process.

Skill Level – Advanced Beginner/Intermediate

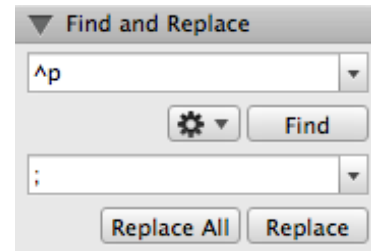
1. **Copy** the email column in your Excel spreadsheet.
2. Open a **New Word Document**.
3. Go to **Edit → Paste Special** (Control+Command+V)
4. Choose **Unformatted Text** from the window that appears and click **OK**.



A plain text list should appear in your document (you should not see gridlines).

5. Go to **Edit→Find→Replace** (Shift+Command+H). A Find and Replace panel will open on the left side of your screen.

6. In the **Find** box, type **^p** (this removes all the returns so your list of email addresses becomes a paragraph).



7. In the **Replace** box, type **;** (this will place a semicolon between each of your addresses).

8. Click **Replace All**. Your email addresses should now be in paragraph format with a semicolon between each one.

9. At this point you have two options.

- **OPTION ONE: Save as Text & Create Your Group.**
 - a) Go to File → Save As. Select Unformatted Text and save the file on your desktop.
 - b) Quit out of Word and double click on the text document on your desktop. It will open in Text Edit.
 - c) Select the unformatted list of email addresses and go to **Edit→Copy** (Command+C)
 - d) Open **OWA** and click on **Contacts**.
 - e) Click **New→Group**
 - f) **Name the Group**
 - g) Place your cursor in the **Members** area and go to **Edit→Paste** (Command+V)
 - h) Click **Add to Group**.

- **OPTION TWO: Copy the Email Addresses from Word and Remove Word Formatting.**
 - a) Select the unformatted list of email addresses in Word and go to **Edit→Copy** (Command+C)
 - b) Open **OWA** and click on **Contacts**.
 - c) Click **New→Group**
 - d) **Name the Group**
 - e) Place your cursor in the **Members** area and go to **Edit→Paste** (Command+V)
 - f) In the Members area, you will see a lot of code. This is background Word formatting. **Select the code** with your mouse until you've highlighted everything but the email addresses.
 - g) Press **Delete** on your keyboard.
 - h) Click **Add to Group**.