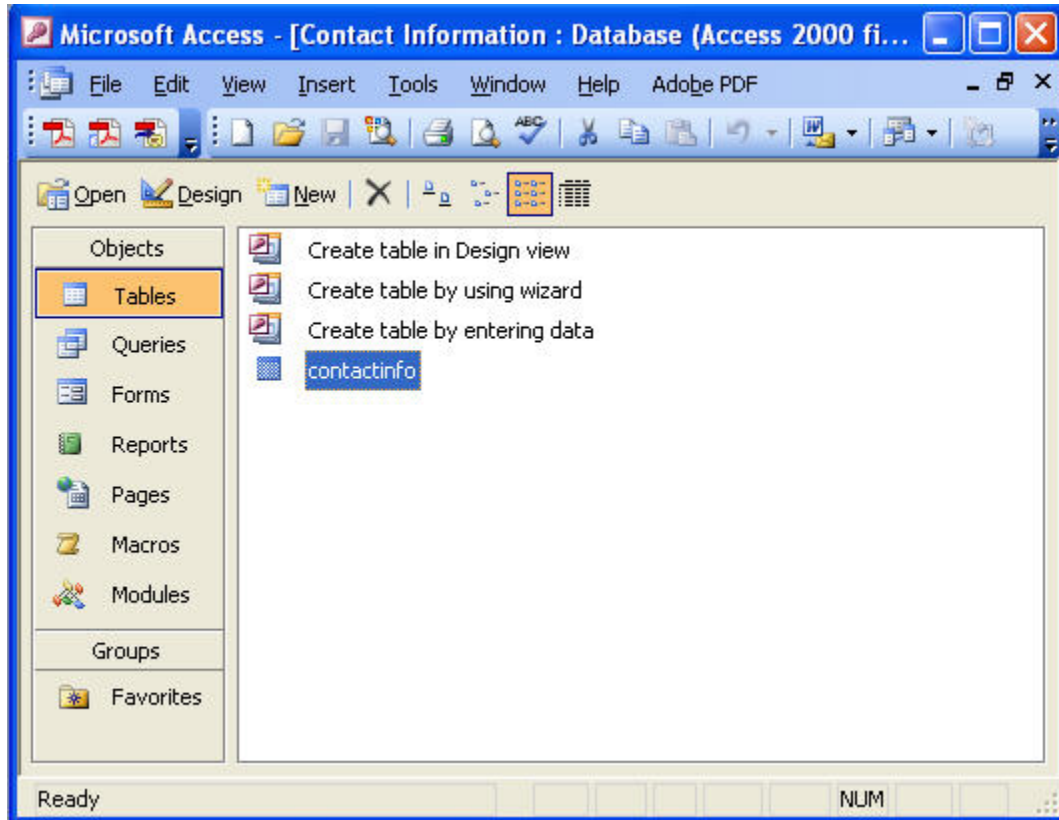


Creating a Distribution List in Microsoft Outlook from information in a Microsoft Access Database

1. Open your Access database



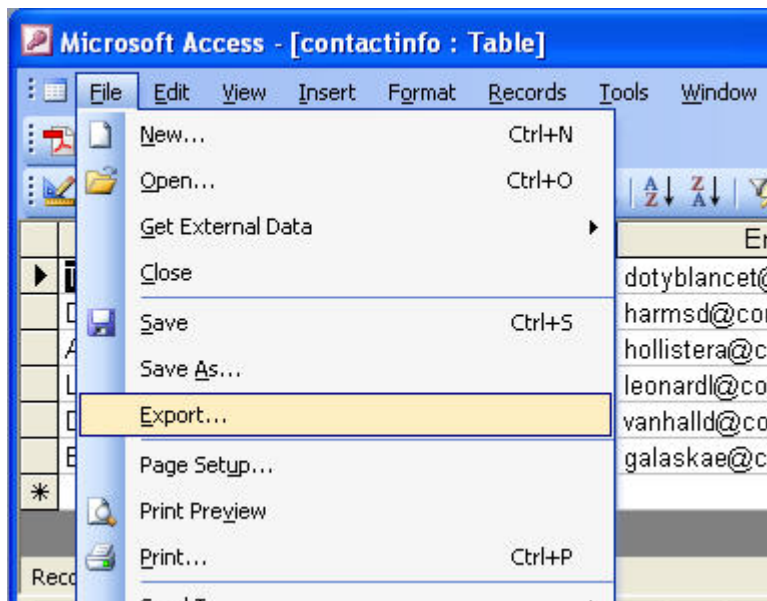
2. Open the table containing the names and email addresses that you want to use to create your Distribution List in Outlook.

	FirstName	LastName	Phone	Email	ContactID
▶	Tera	Doty-Blance	6077596453	dotyblancet@cortland.edu	1
	Daniel	Harms	6077534042	harmsd@cortland.edu	2
	Amanda	Hollister	6077535717	hollistera@cortland.edu	3
	Loren	Leonard	6077534045	leonardl@cortland.edu	4
	Dawn	VanHall	6077534890	vanhalld@cortland.edu	5
	Elaine	Galaska	6077532222	galaskae@cortland.edu	6
*					(AutoNumber)

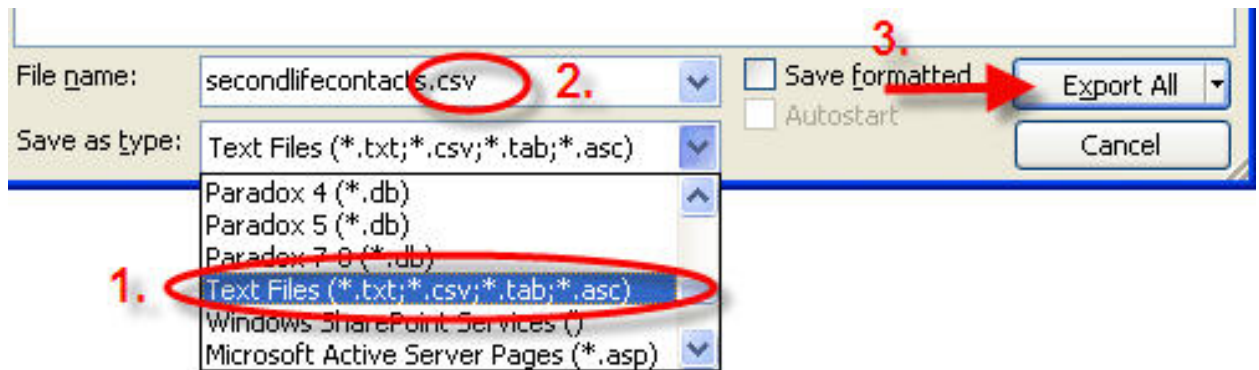
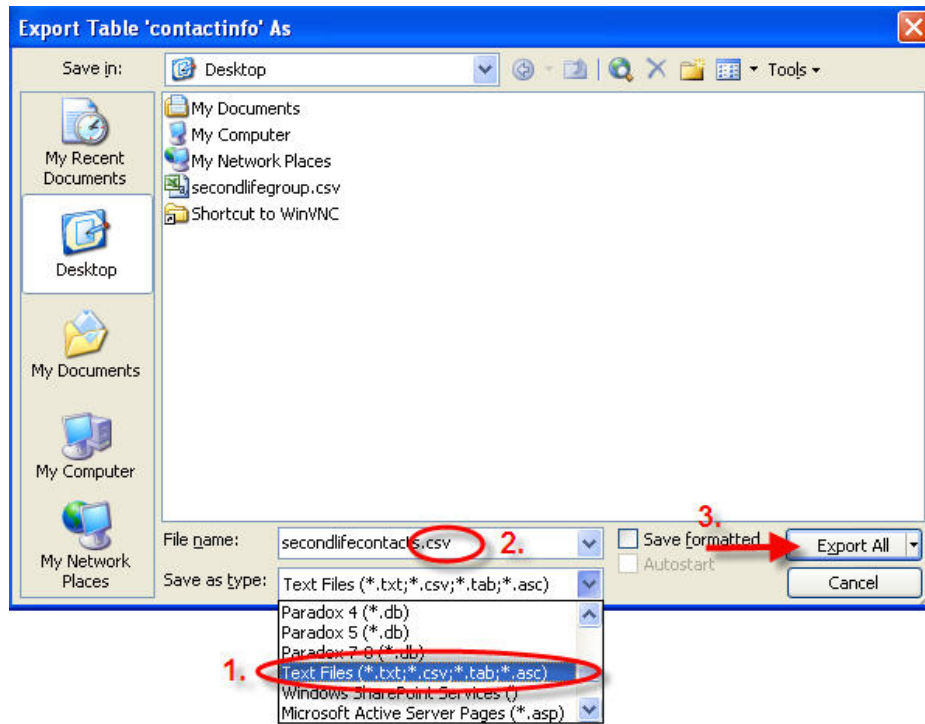
Record: 1 of 6
Datasheet View

You are going to create a Comma Separated Values file (.csv) from this information and then import the file into Outlook to create the Distribution List.

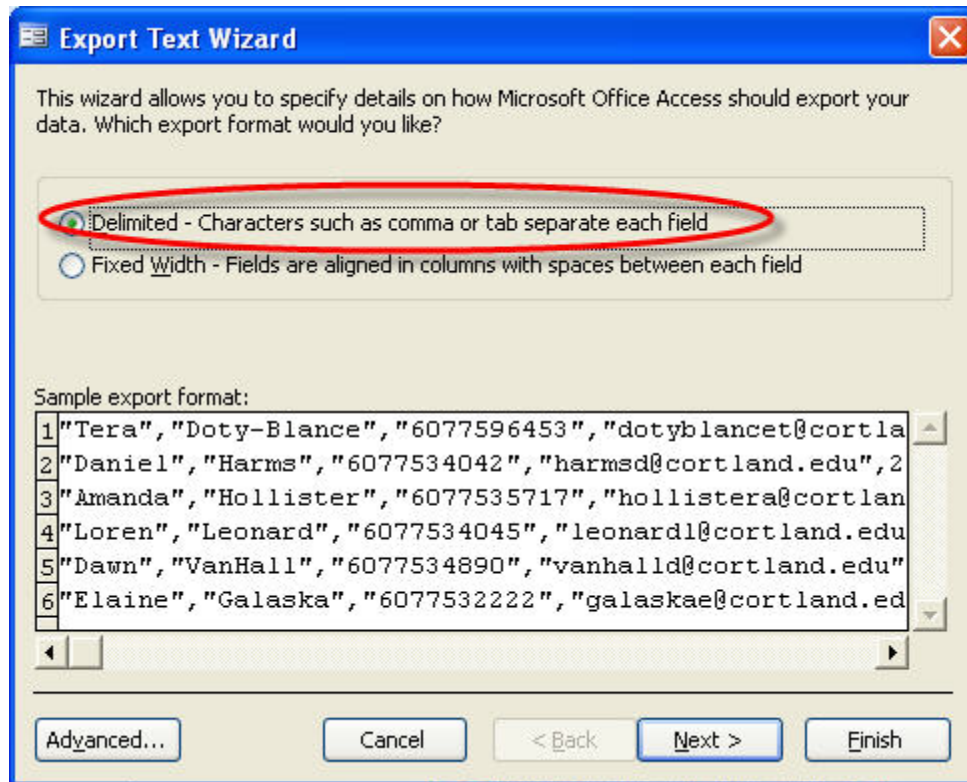
- From the File drop down menu at the top of the Access window, select Export



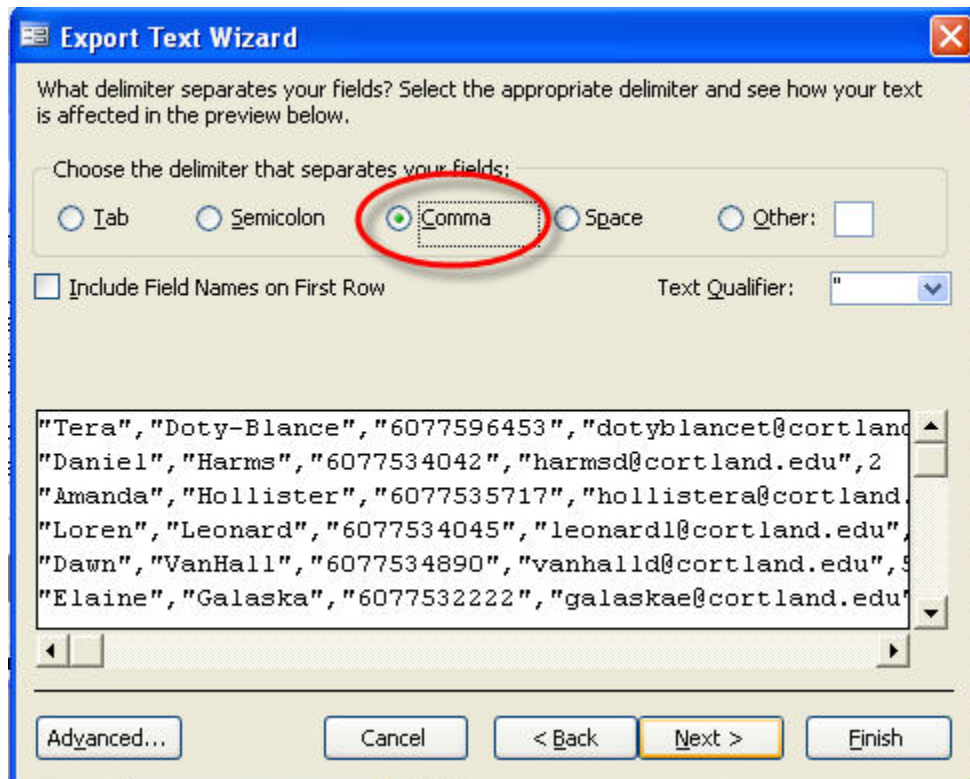
- The 'Export Table' window will launch. Browse to your desktop. (1) Click on the drop down menu arrow in the 'Save as type:' field and select 'Text files (*.txt, *.csv, *.tab, *.asc)'. (2) In the 'File Name' field, give the file a name and add the .csv file name extension. (3) Click the 'Export All' button.



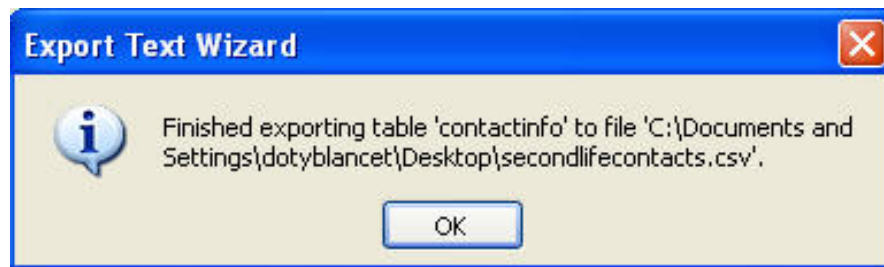
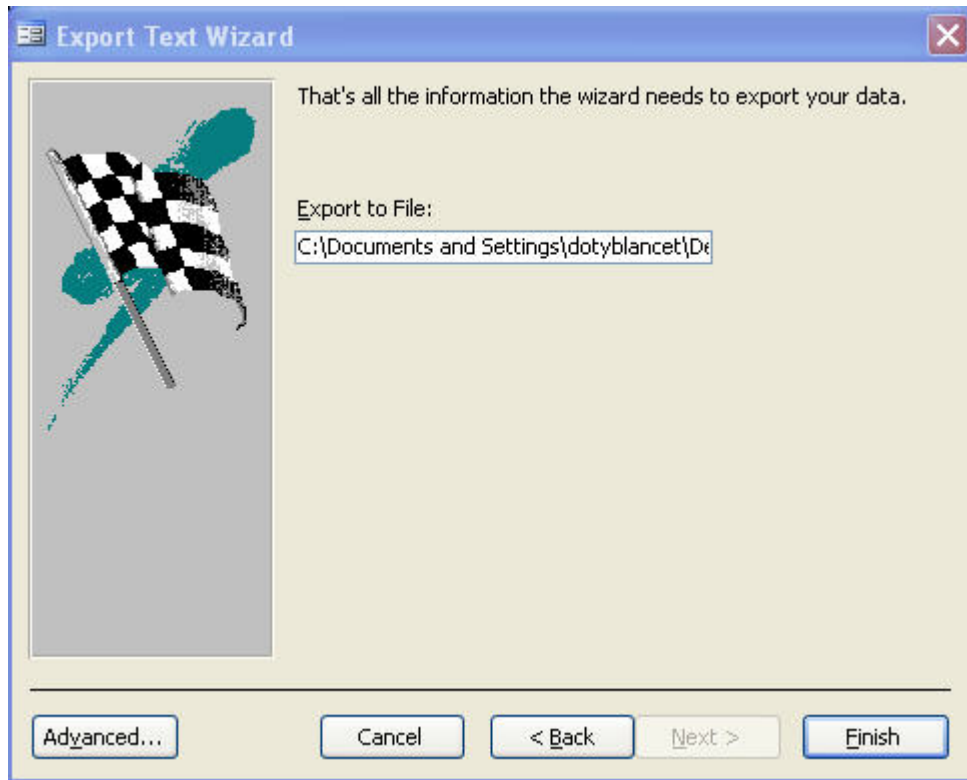
5. The Export Wizard will launch. Choose 'Delimited', then click the 'Next' button.



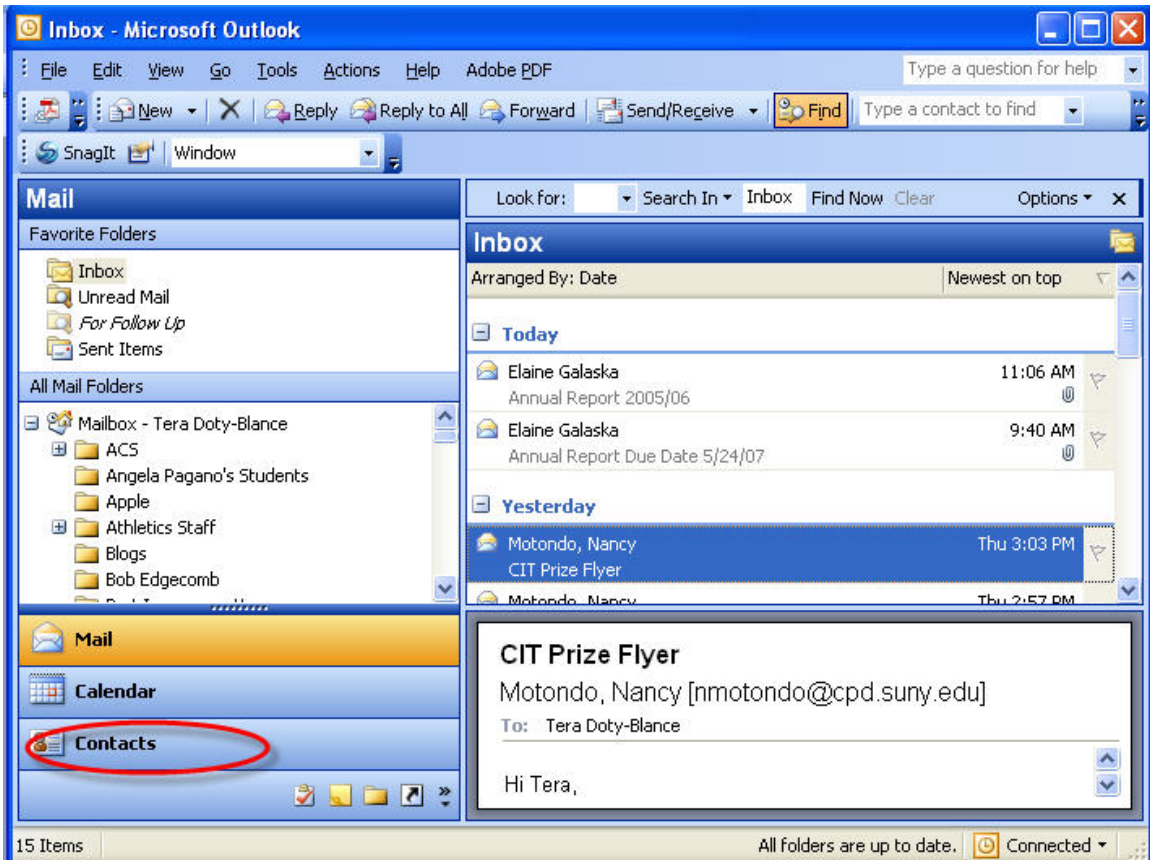
6. Choose 'Comma' and then click the 'Next' button.



7. On this last screen, click Finish. Then click Ok on the pop up window.



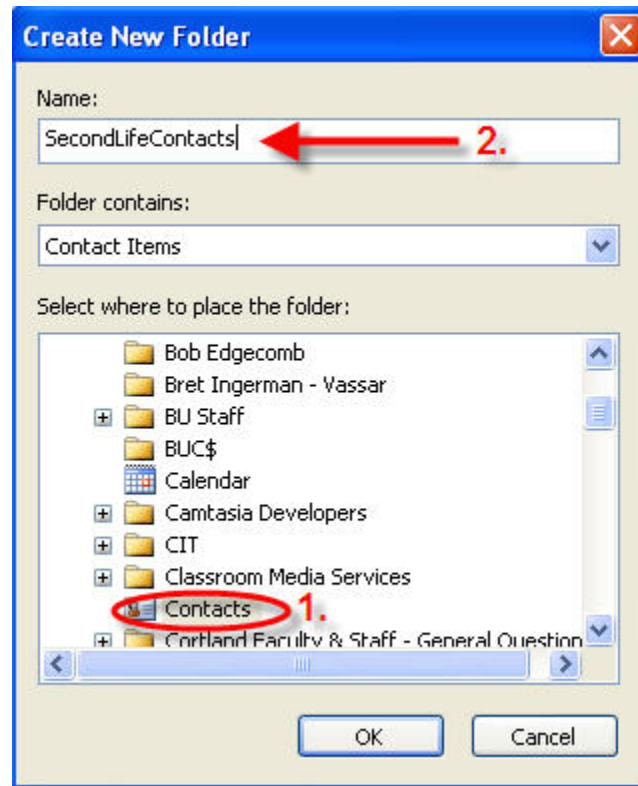
8. Open Outlook
9. Click on the 'Contacts' button in the Navigation Pane on the left side of the Outlook Window



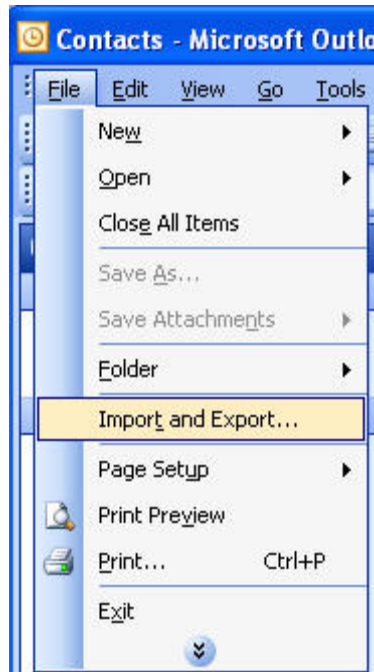
- Click on the File drop down menu at the top left of the window. Scroll down to 'New' and select 'Folder' from the fly out menu.



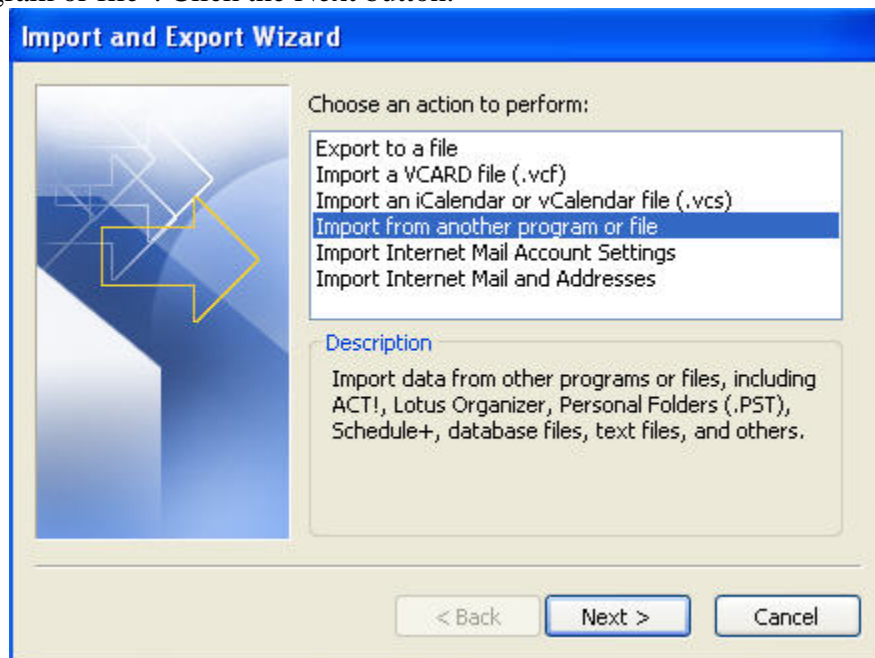
11. The 'Create New Folder' window will launch. Make sure that 'Contacts' is highlighted in the 'Select where to place the folder' field. Enter a name for your contact list in the 'Name' Field. When you are finished, Click Ok.



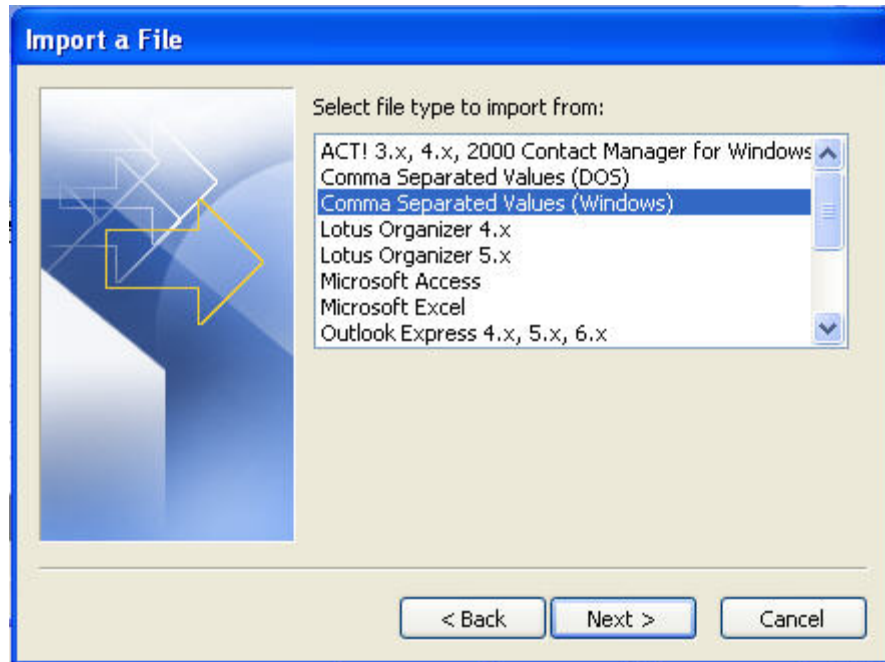
12. The Create New Folder window will close. Next, click on the File drop down menu again, but this time click on "Import and Export".



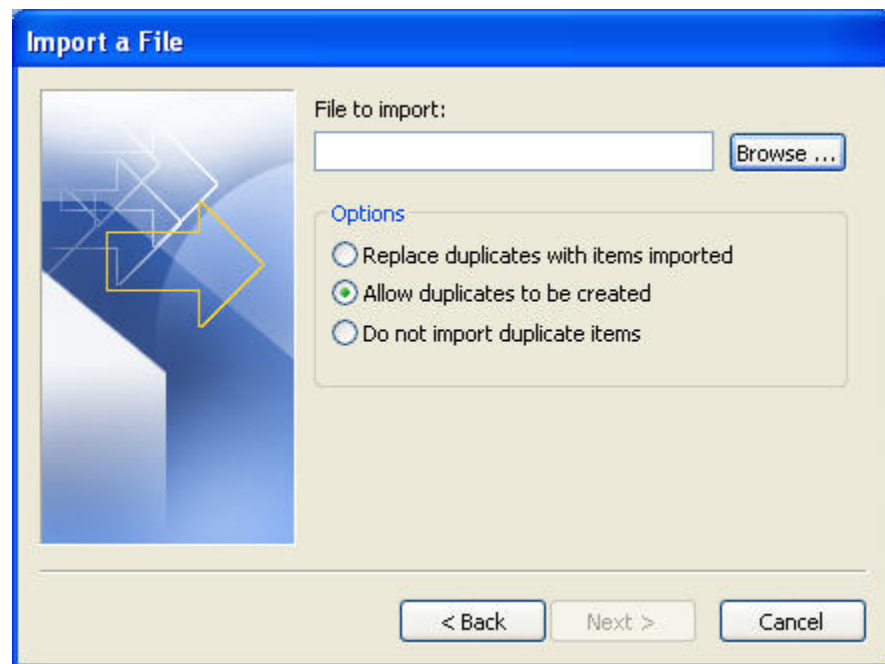
13. The Import and Export Wizard window will open. Choose "Import from another program or file". Click the Next button.



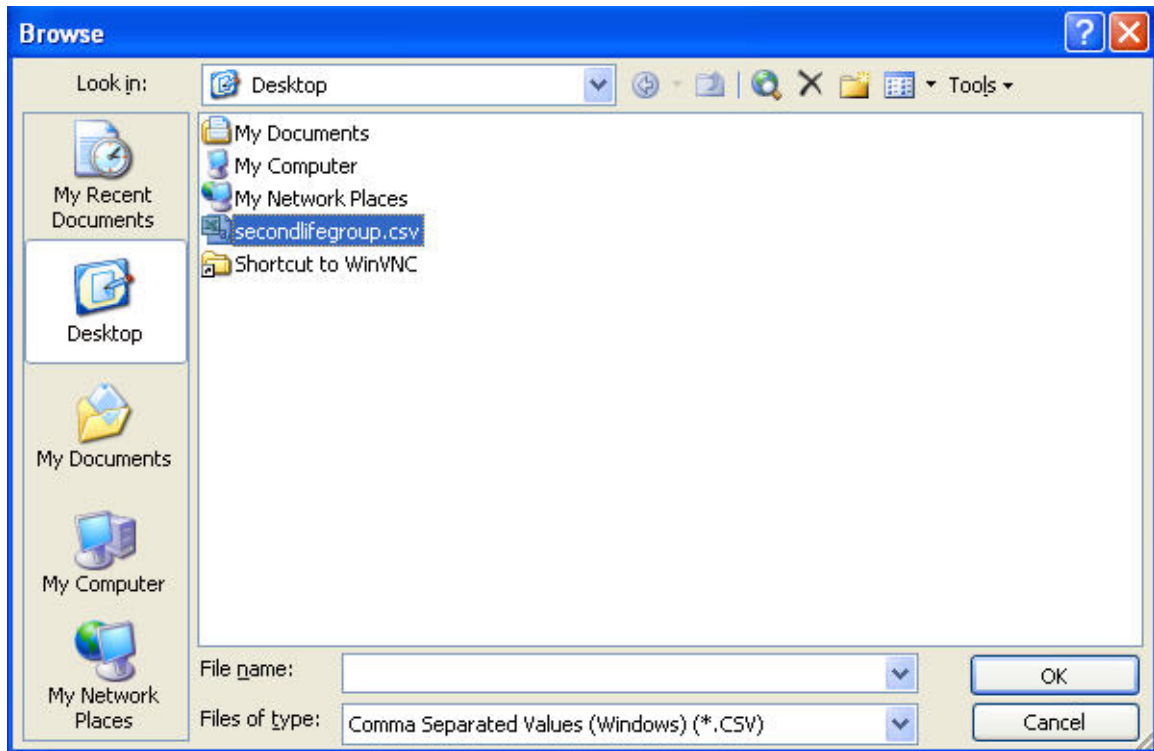
14. Choose 'Comma Separated Values (Windows)' then click the Next button.



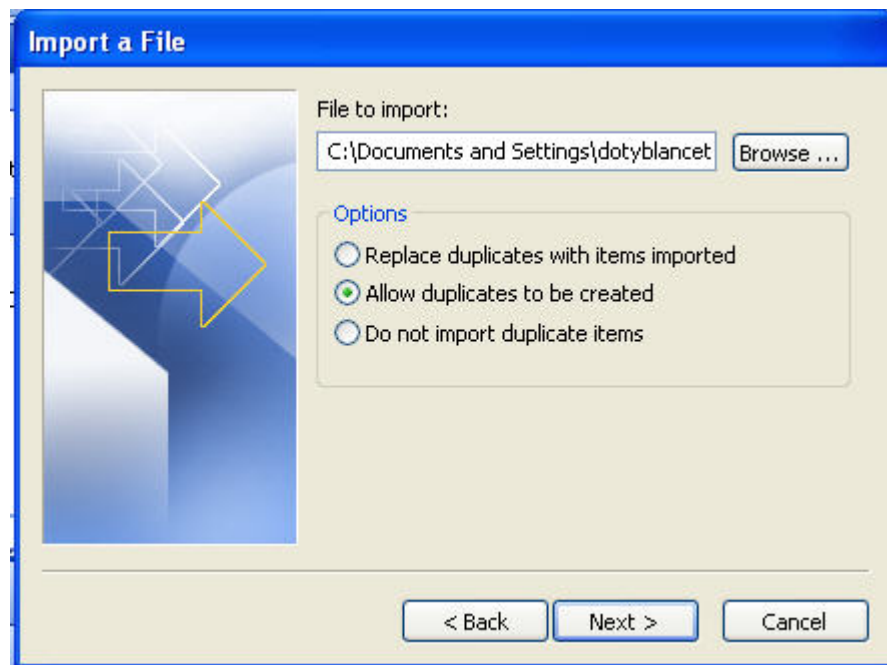
15. On the next screen, click on the button next to 'Allow duplicates to be created' and then click on the Browse button.



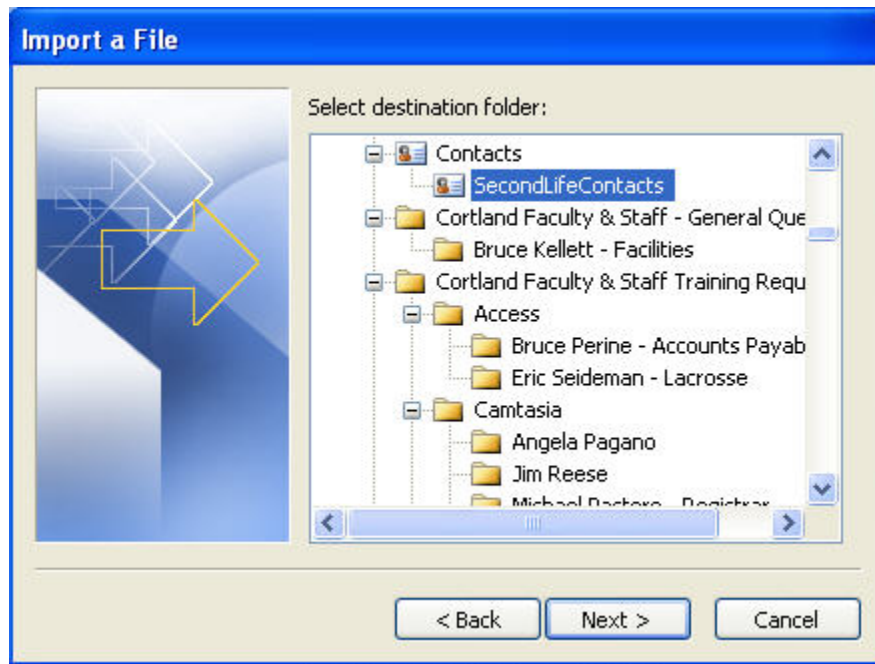
16. The Browse window will open. Navigate to your desktop and locate the .csv file that you exported from Microsoft Access. Click on the file to select it, then click the OK button.



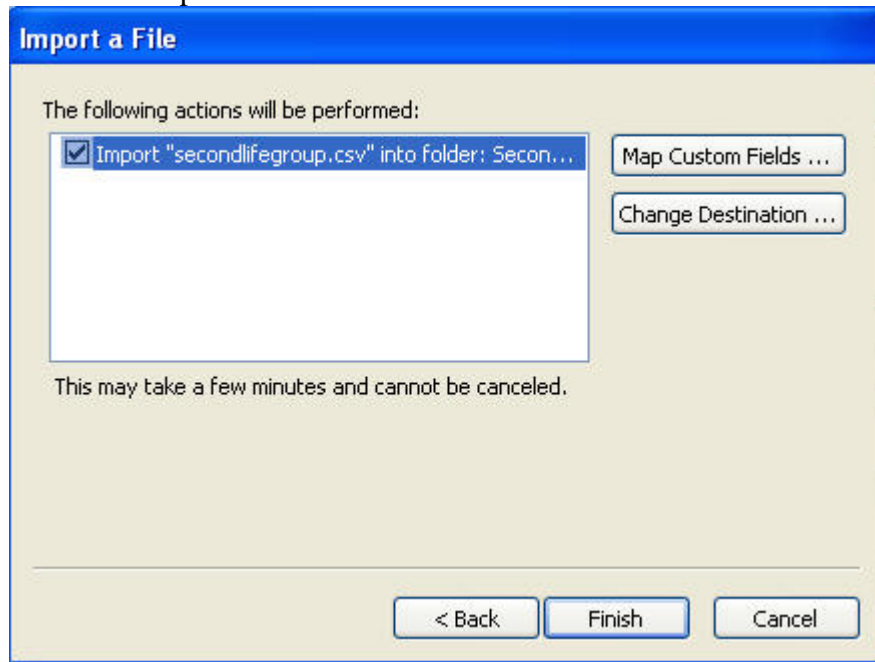
17. The Browse window will close. The path to your file will appear in the field next to the browse button. Click the Next button.



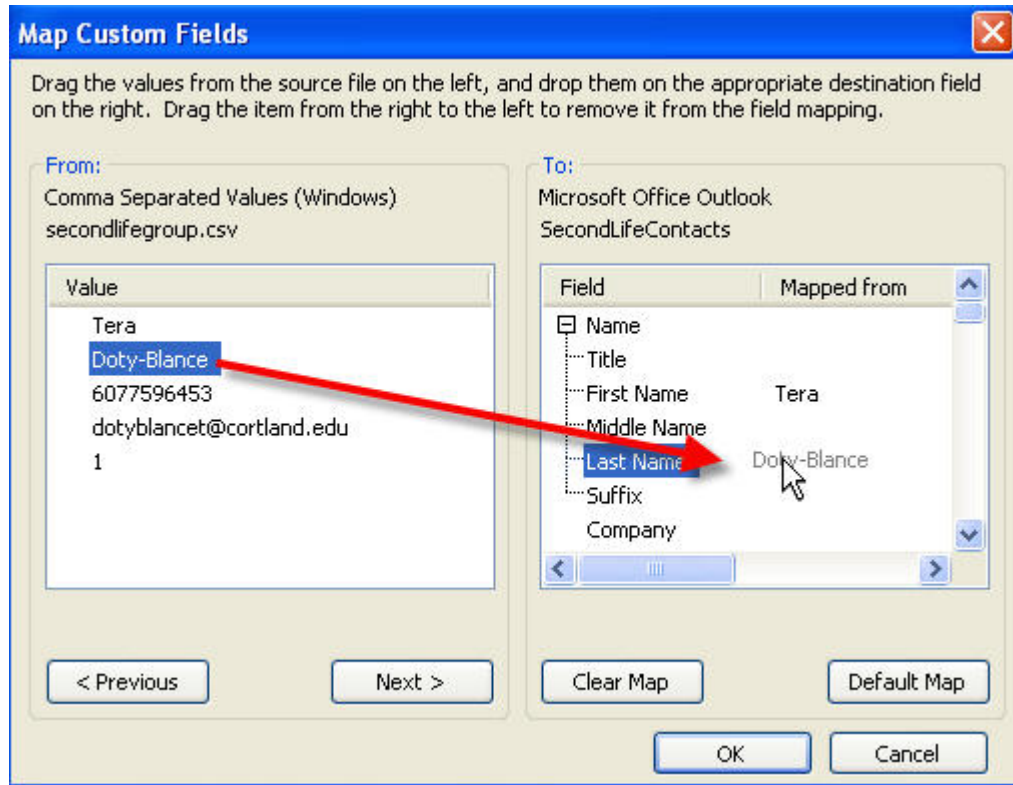
18. On this screen you will select the destination folder. Scroll down to 'Contacts' and select the name of the folder that you created in Step 11. (The icon will look like a business card instead of a folder). Click Next.



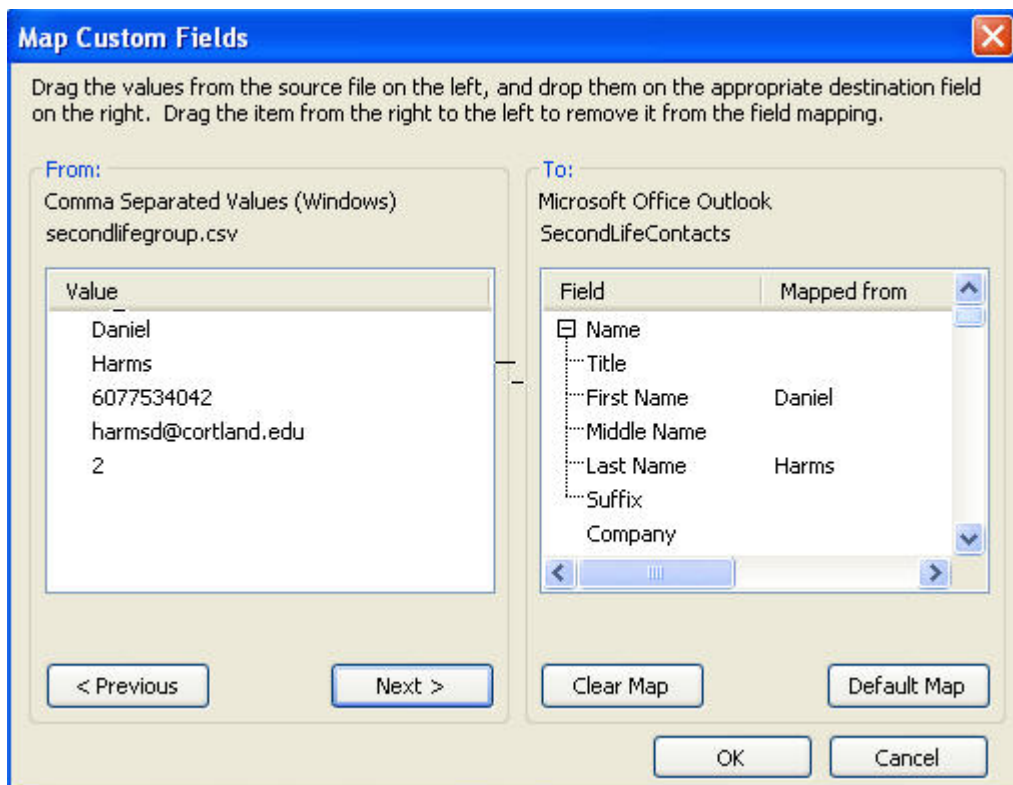
19. Click on the 'Map Custom Fields' button



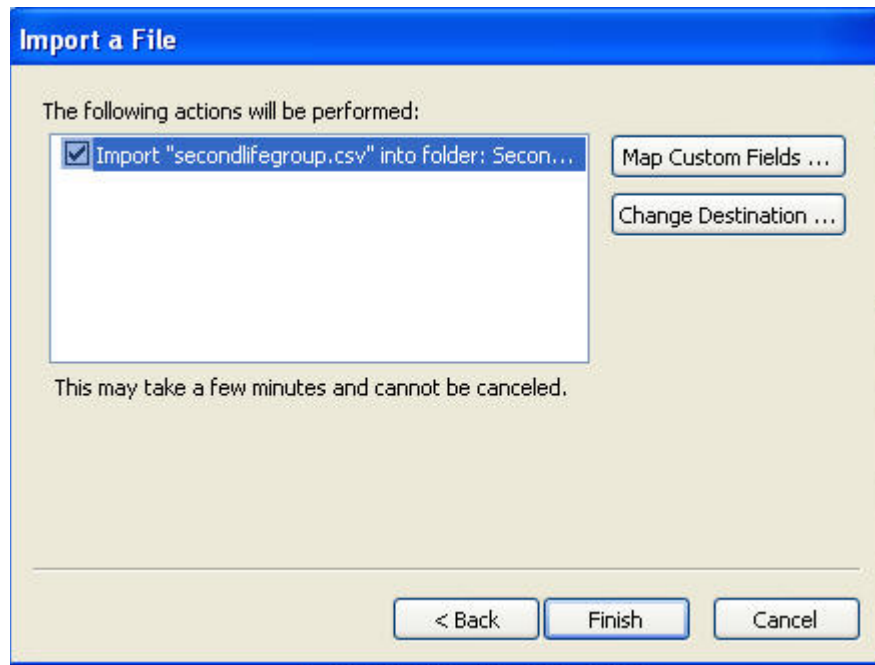
20. The Map Custom Fields window will open. Drag a field from the left side of the screen to the corresponding fields on the right.



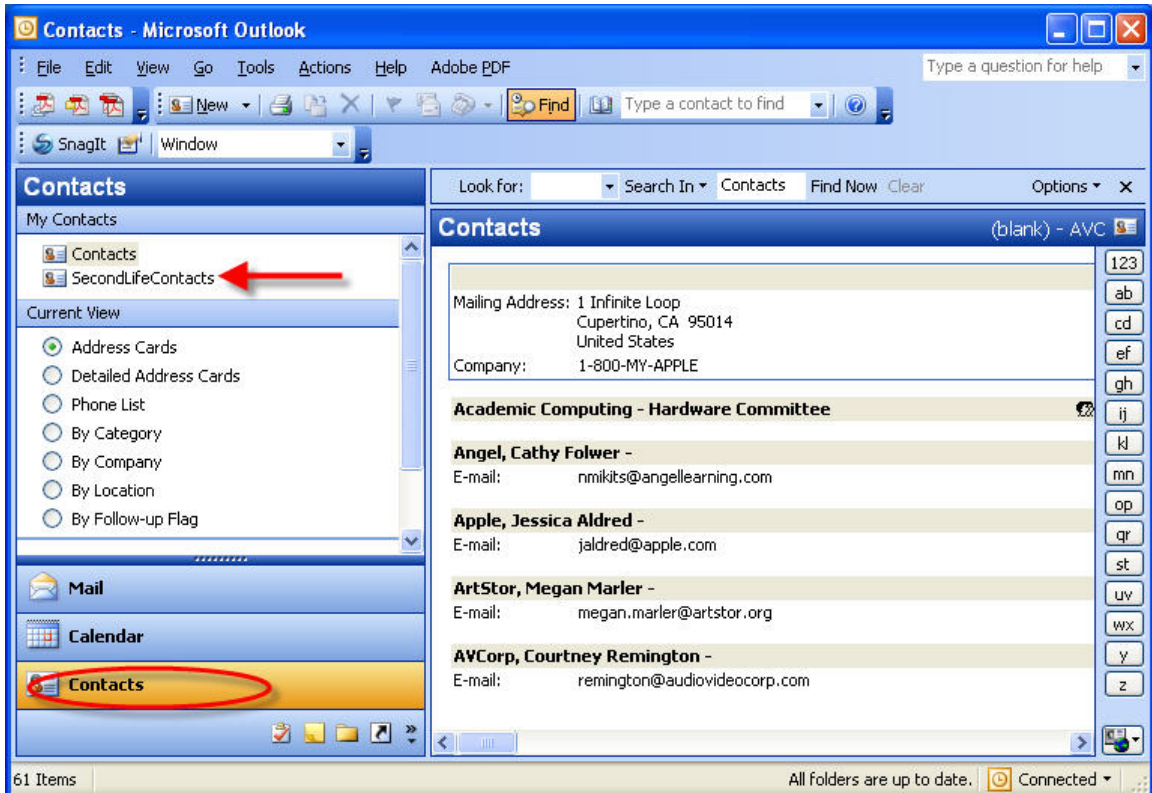
21. Do this for the first entry, and then click on the next button to confirm the changes have carried through to the other entries. Click Ok.



22. The Map Custom Fields window will close and you will return to the Import File window. Click Finish.



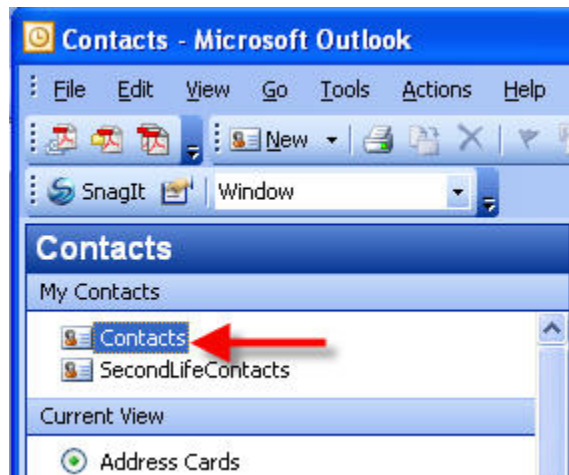
23. You will return to the main Outlook interface. Click on the 'Contacts' button in the Navigation Pane on the left side of the Outlook Window. Under 'My Contacts', click on the name of the folder you created in Step 11.



24. You should see the list of contacts, and the corresponding information, that was in your Microsoft Access database.

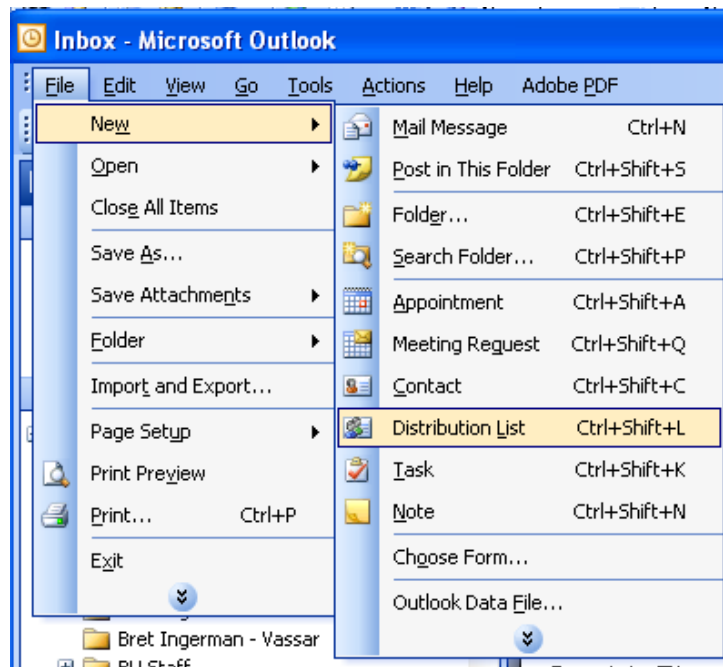
Now you will create the distribution list in Outlook.

25. Under the My Contacts Heading, click on the 'Contacts' folder.

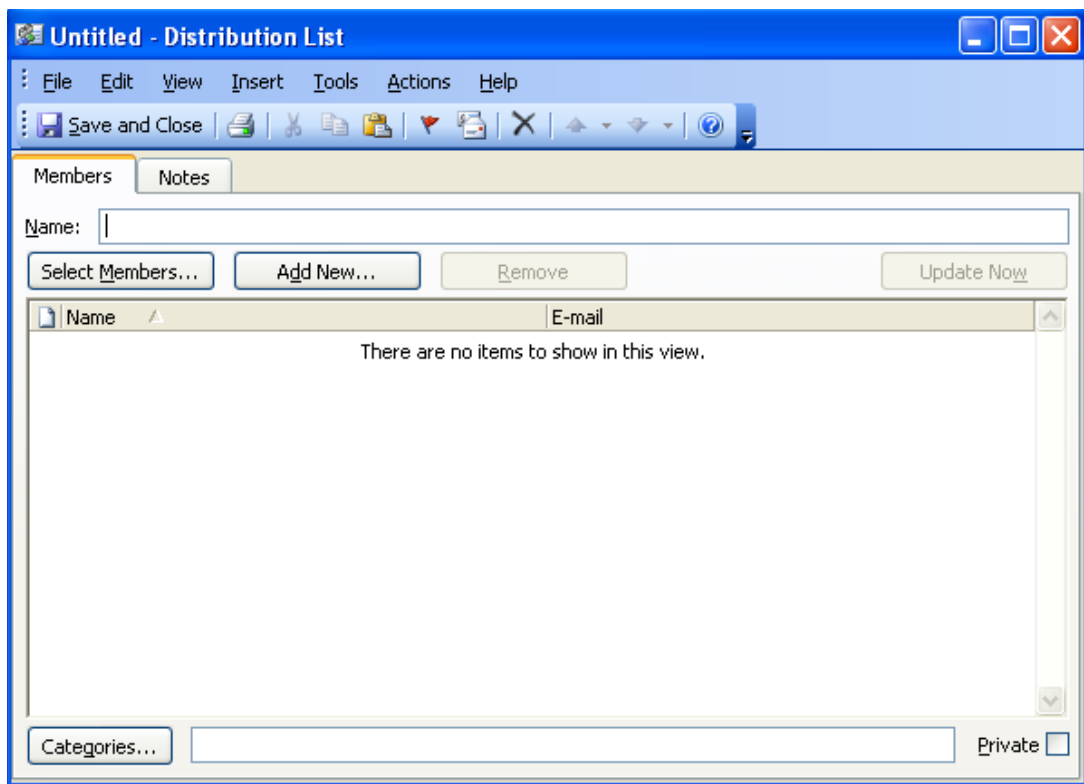


26. Next, click on the "New" button on the tool bar at the top left of the Outlook window. (If you do not see the New button, click on the View drop down menu, scroll down to 'Tool bars' and select 'Standard' from the fly out menu.) From the

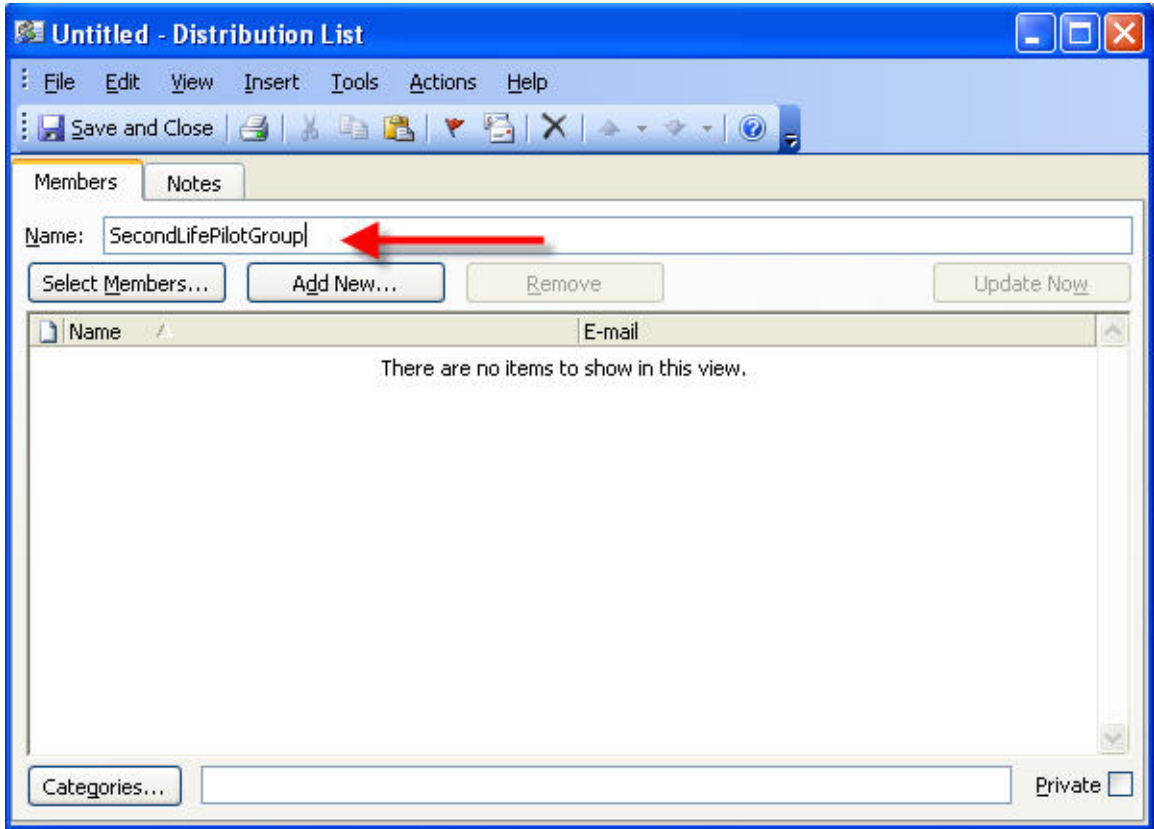
'New' drop down menu, select 'Distribution List'.(You can also launch this function by pressing the Control, Shift and L Keys on your keyboard at the same time.)



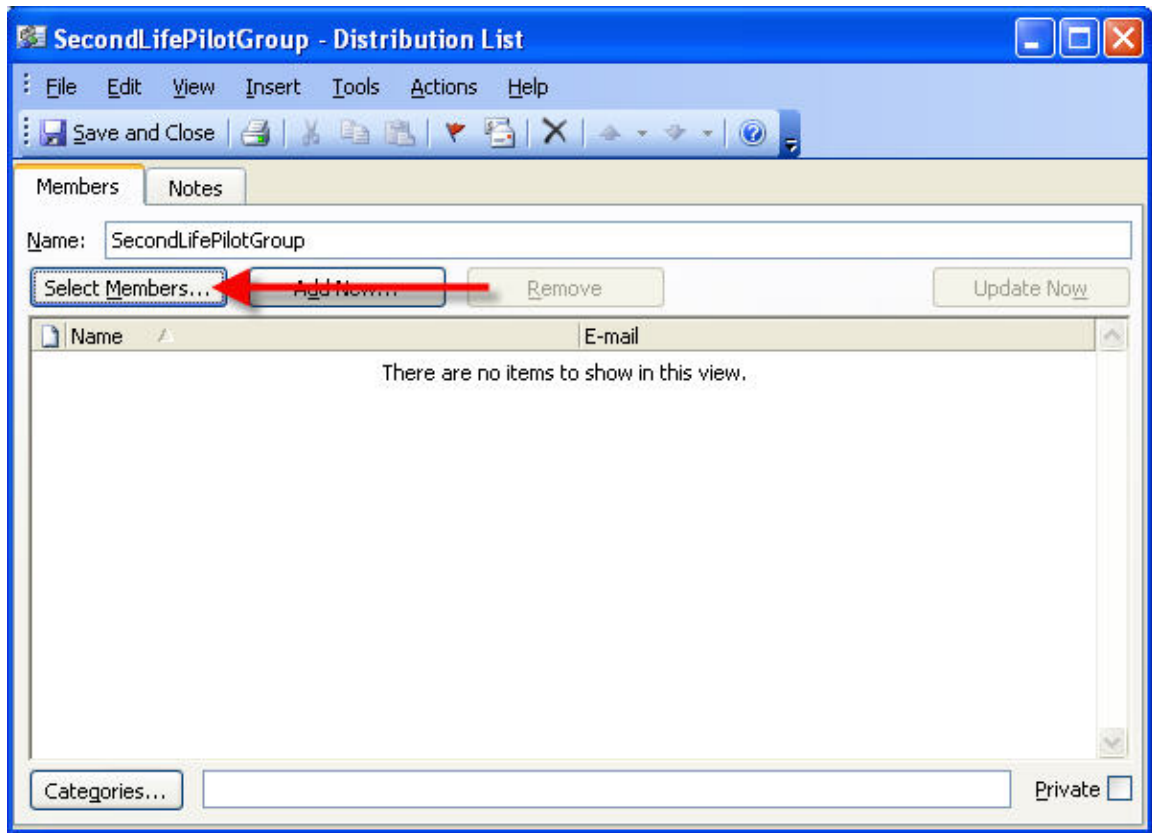
A New Untitled Distribution List window will open.



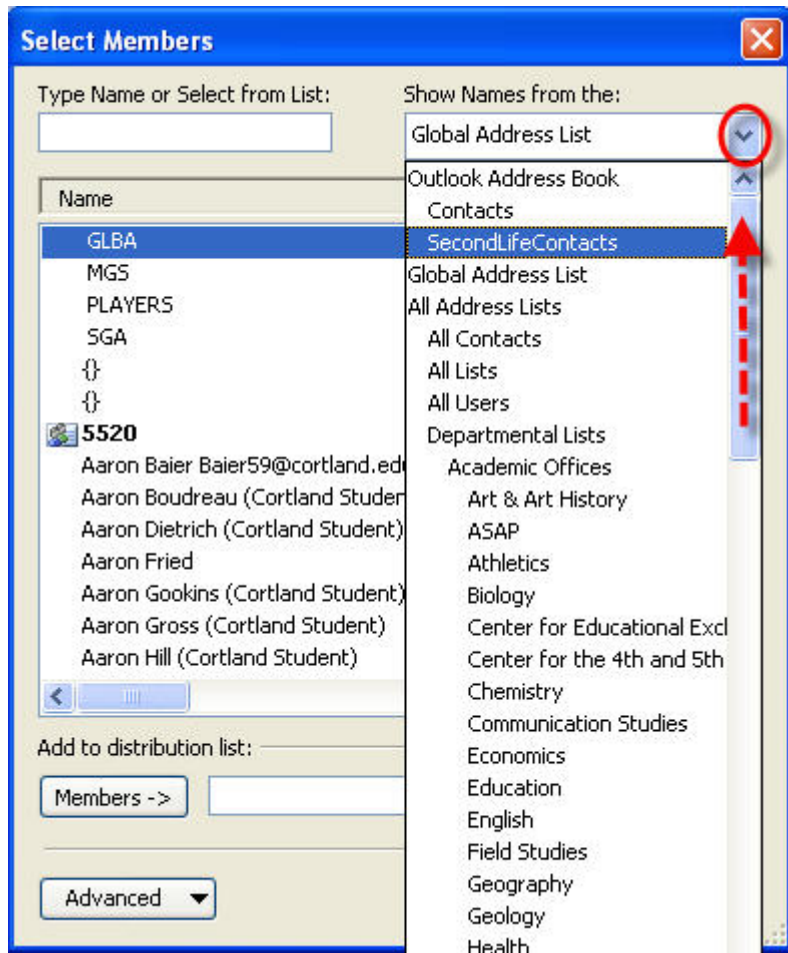
27. Enter a name for your distribution list in the 'Name' field.



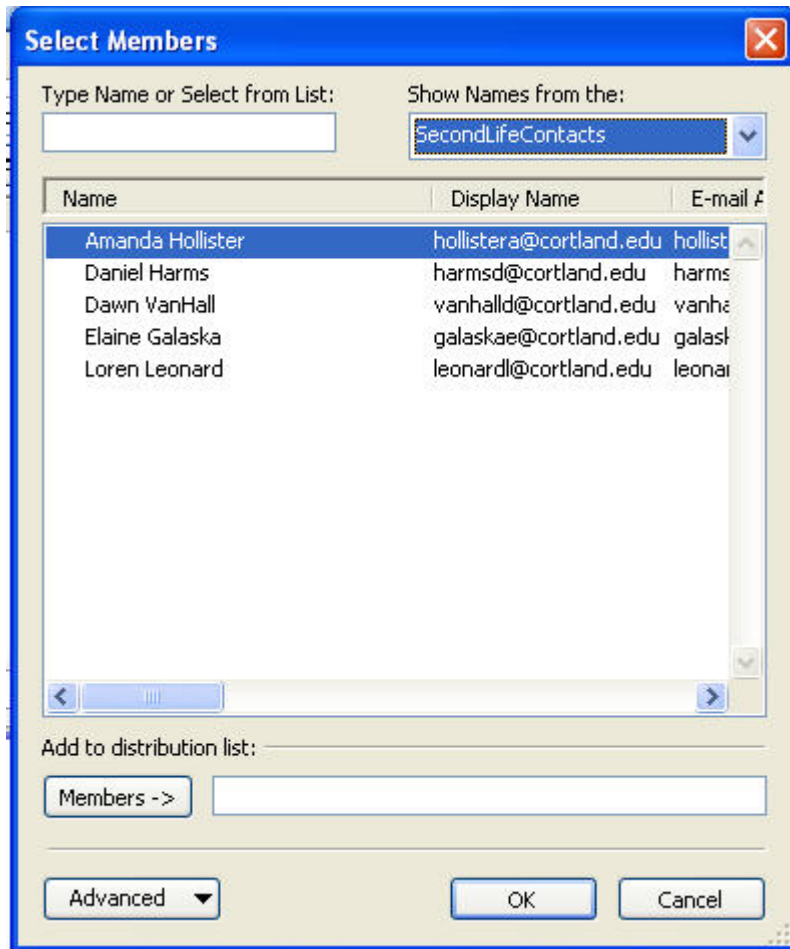
28. Click the Select Members button on the 'Members' tab. The Select Members window will launch.



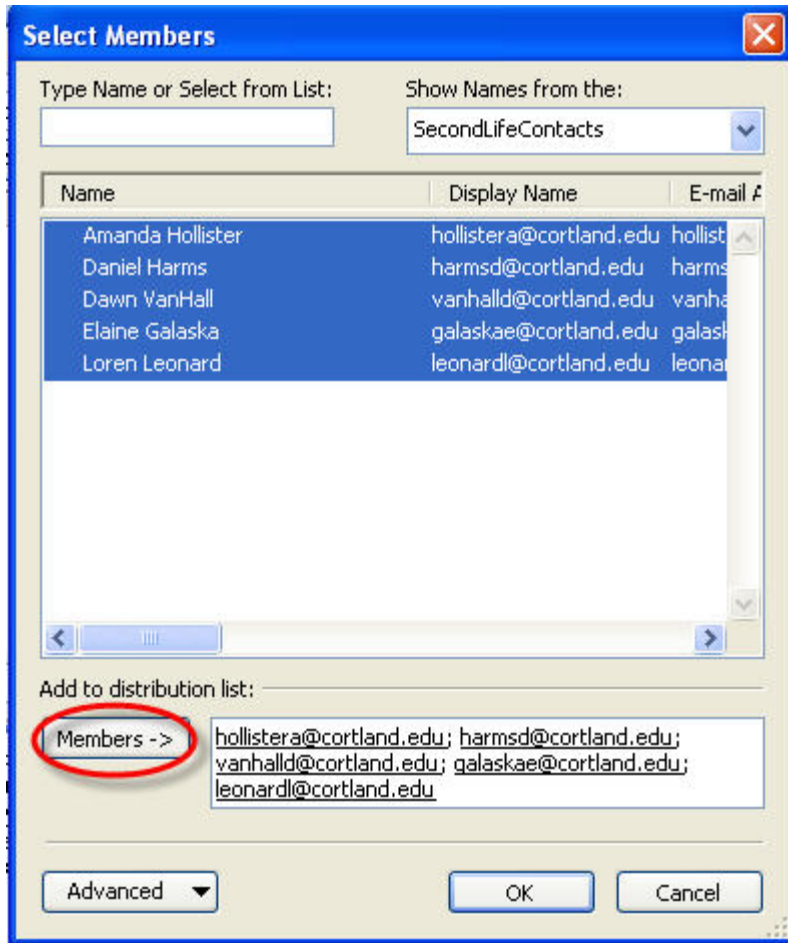
29. Click on the arrow from the drop down menu under the 'Show Names from the:' heading. Scroll up until you see the name of the folder you created in Step 11. Click on it to select it.



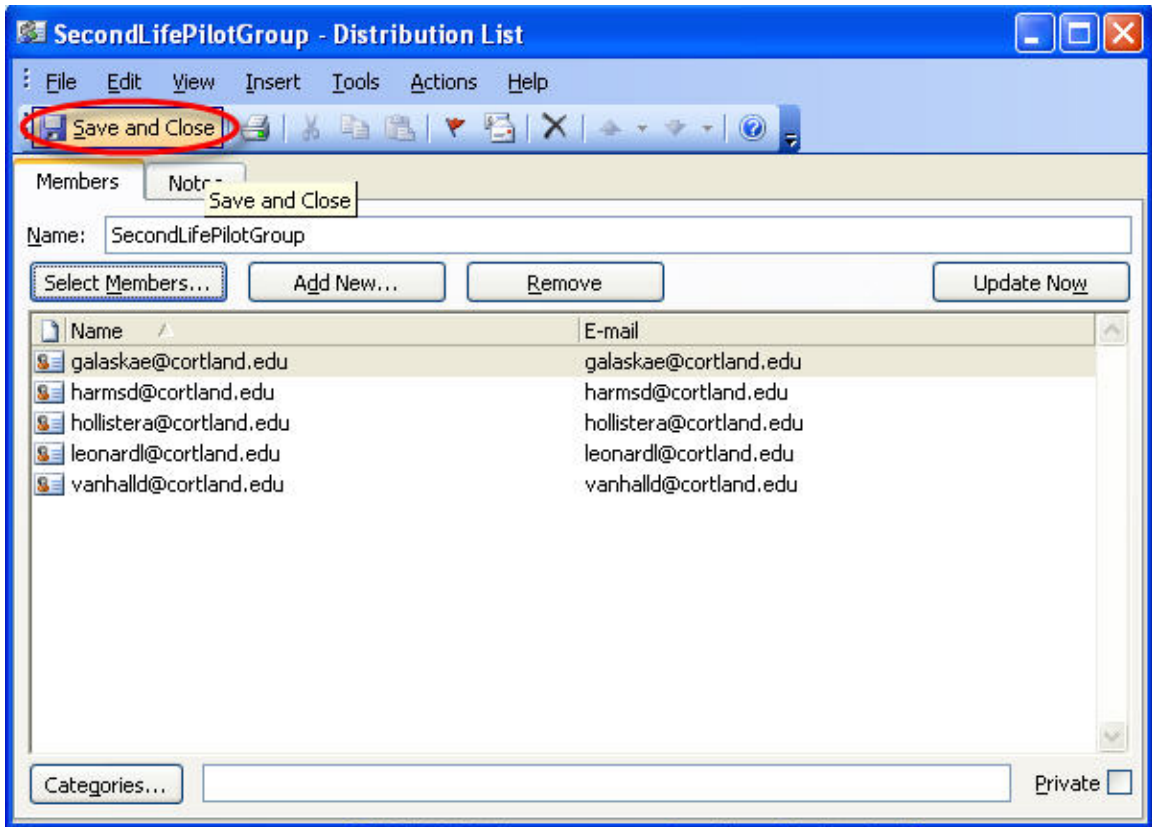
30. You should now only see the names and contact information that you imported from your Access database.



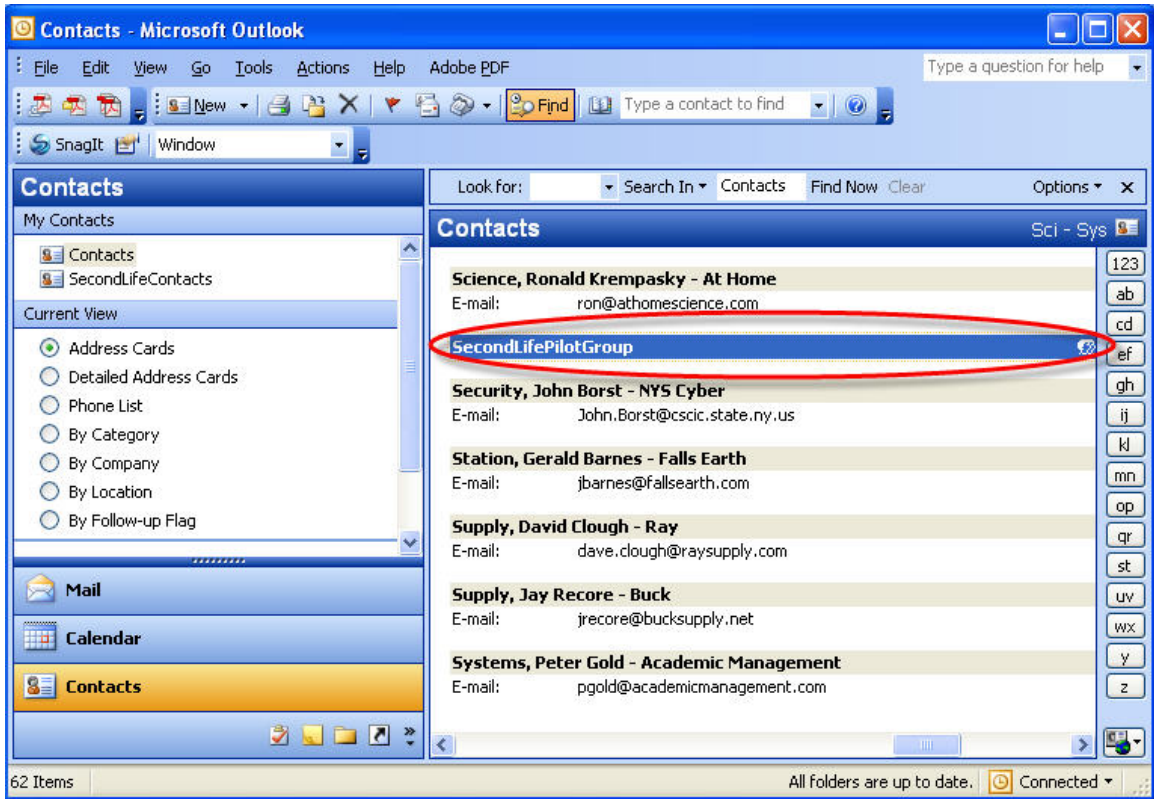
31. Click on a name to select (highlight) it, then click on the Members button. You can repeat this for each name or select all the names at once. To select all the names at once, click on the first name at the top of the list, hold down the shift key on your keyboard, and then click on the last name on the list. With all the names selected, click the Members button. When you are finished selecting Members for your distribution list, click OK.



32. The Select Members window will close and you will return to the New Distribution List window. Check to make sure that you have selected all the members necessary, then click Save and Close



33. The New Distribution List window will close and you will be returned to the Contacts area of Microsoft Outlook. Your new distribution list will appear under your local contacts list.



34. Double click the name of the distribution list to see the list of members, add new members, send a mail message to the entire list, or request a meeting.

