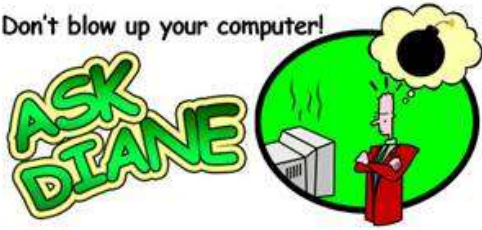


Don't blow up your computer!



Dear Diane,

I want to copy a large list of names from the Global Address list. I tried selecting the names and email addresses and wanted to copy them into Excel. I tried Ctrl+C and right clicking and it wouldn't do anything. I want to copy a lot of names and don't want to type them all manually. Is there anything I can do? I only want the email addresses and the names, not all of the information.

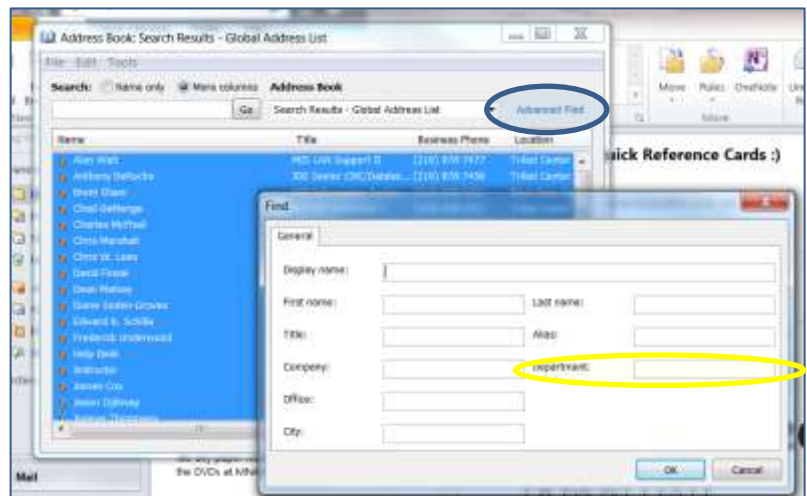
### Focused and frustrated

Dear Focused,

I too have unsuccessfully tried to copy names from the Global Address Book, or a distribution list. There is a way to export a list of names from Outlook to an Excel spreadsheet. First of all open your Global Address list to select the names you want to export.

*For Example: The entire MIS Division*

Sort the names by clicking [Advanced Find](#) and enter MIS in the **Department: blank** and then click the OK button.



To select the entire list of names click the first name of the list, hold the Shift key and select the last name. (Notice all names are highlighted in blue.)

Select the file button and choose the Add to Contacts function. This may take a while depending on how many names were selected.

Now for Part 2> Exporting into Excel. I will write about that next week.