

## Copy an Outlook Distribution List to MS Word

1. In Outlook open a new e-mail message
2. Click the [To...] button
3. Highlight the global distribution list you want and Add it in the 'To' address line
4. Click the plus sign in front of the distribution list name, (this expands the names in the list)
5. Once you see all the names in the 'To' address line
  - a. Highlight all the names
  - b. Press CTRL+C to copy the names to the clipboard
6. Open a new Word document
7. Press CTRL+V to paste the clipboard into the Word document
8. You can use the 'Replace' feature in Word to remove all the semicolons and space between each name in the list and replace them with paragraph mark, which will give you a list of names and email addresses
  - a. Click the 'Home Ribbon' and select 'Replace...'
  - b. In the 'Find what:' text box enter ' ; ' (a semi-colon and a single space – without the quotes)
  - c. In the 'Replace with:' text box enter '^p', (the paragraph mark without the quotes)
9. Click the Replace All button to complete the process