

# *Creating an OCFO Distribution List from Excel Data*

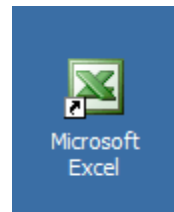
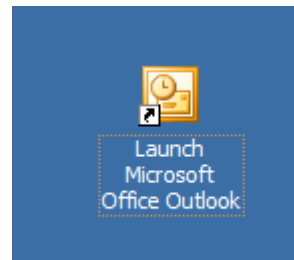
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This document will show you how to take email addresses from an Excel spreadsheet and use them to create a distribution list in the Oracle Connector for Outlook.

The procedure described below may be applied to other data sources. For example, you may create a distribution list using data from Microsoft Word.

## **Check Your Data**

- 1) Make sure Outlook is open.
- 2) Open an Excel spreadsheet. The Excel spreadsheet should contain email addresses.



## **Create a Local Contacts Folder**

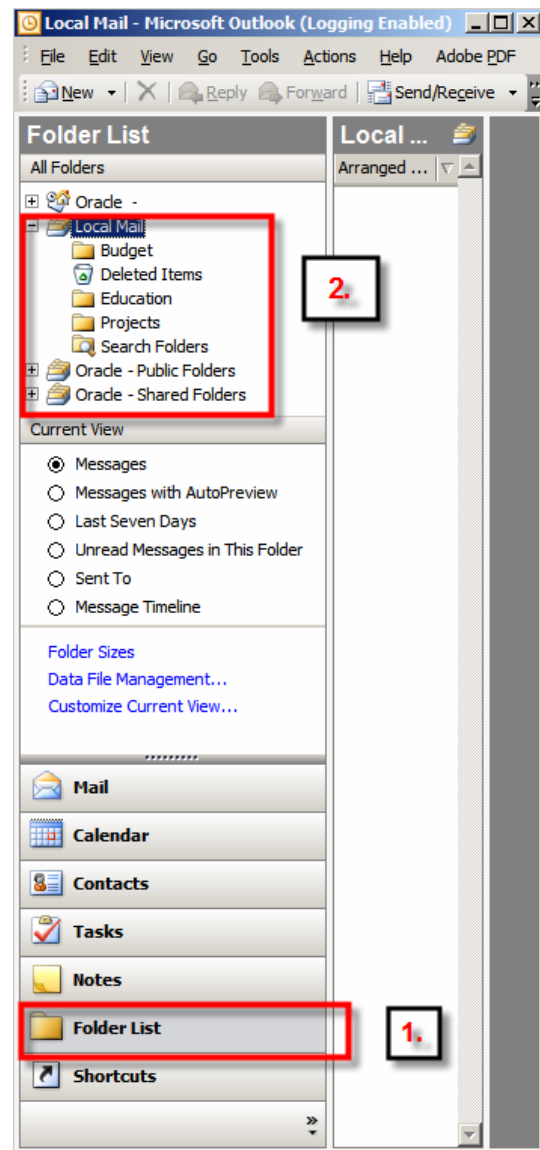
If the distribution list in OCFO will be a large list, you should store it locally. This requires the creation of a Contacts folder in your Local Mail pst.

Why create a local Contacts folder? Because the Contacts folder provided within OCFO is located on the Oracle server. This server is in a separate area of the network and requires distribution lists to be transferred across the network. Transferring a large list may result in a lengthy delay.

To create a local Contacts folder, follow the below steps.

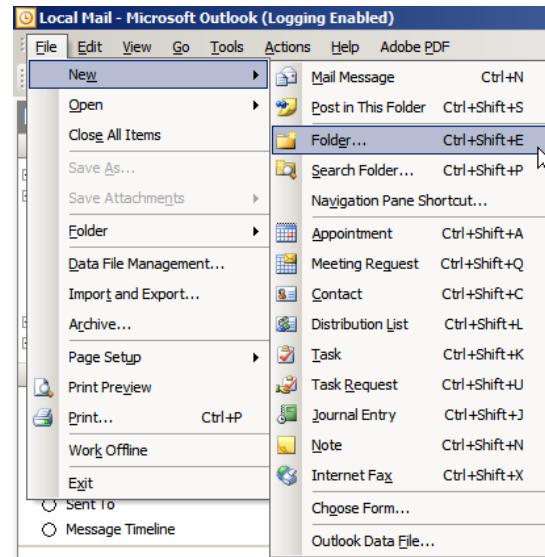
First, find out if you have already have a local Contacts folder:

- 1) In the left pane, on the toolbar, click on **Folder List**.
- 2) Under the **Local Mail** icon, check for a **Contacts** folder.
- 3) In this example there is no **Contacts** folder in the **Local Mail** pst.



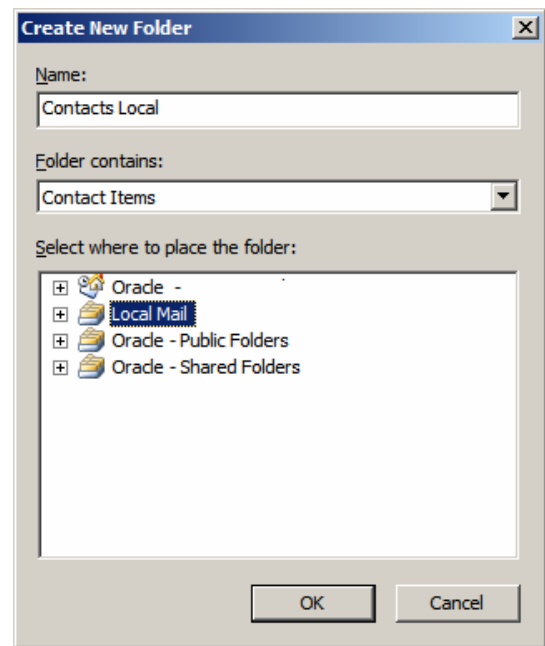
Create a **Contacts Local** folder in the **Local Mail** pst:

- 4) On the main menu, go to **File > New > Folder**.



The **Create New Folder** dialog box appears.

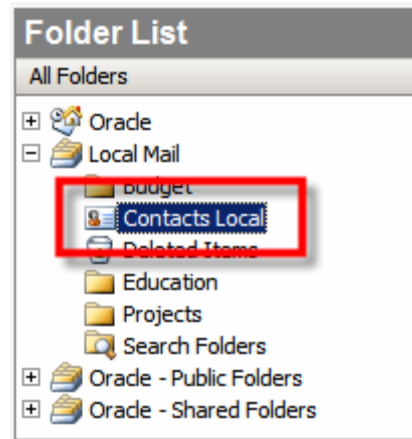
- 5) In the **Name** field, enter **Contacts Local** (or any name you choose).
- 6) In the **Folder contains** field, enter **Contact Items**.
- 7) Highlight the **Local Mail** pst.
- 8) Click **OK**.



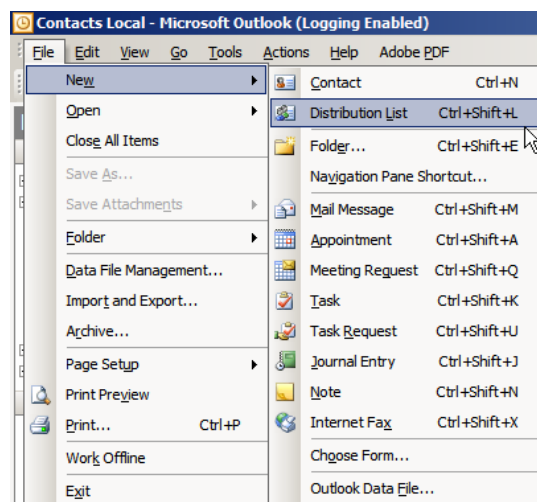
- 9) Confirm that the **Contacts Local** folder is created.

### Create a Distribution List

- 1) Click on the **Contacts Local** folder



- 2) On the main menu, go to **File > New > Distribution List**.

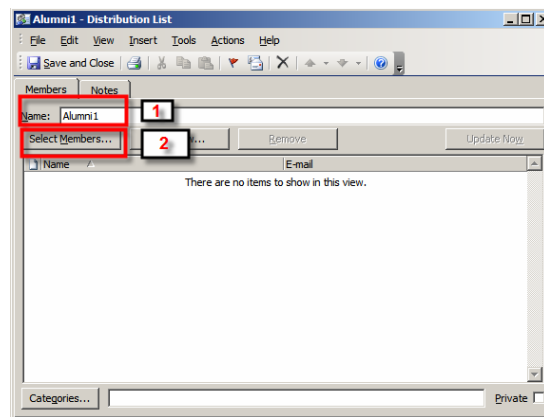


The **Distribution List** dialog box appears.

- 3) Give the distribution list a name. In our example we are calling the list **Alumni1**. In the **Name** field enter **Alumni1**.

- 4) Click the button **Select Members**.

The **Select Members** dialog box appears.



5) Go to your Excel spreadsheet.

	A	B	C	D
1	First Name	Last Name	Graduation Date	Email
2	Derek	Abbott	2004	derekabb@yahoo.com
3	Kumi	Abe	2004	kumiabe@hotmail.com
4	Derek	Abeling	2004	derekabb@yahoo.com
5	Alexandra	Abeling	2001	
6	Michael	Abendroth	2004	michaelabendroth@yahoo.com
7	David	Adams	1997	dadams@spmg.com
8	Brittany	Adams	2003	
9	Hilda	Aguirre	2005	haguirre@calpoly.edu
10	Sanya	Aliota	1996	sanya@aliota.com
11	James	Allard	2004	
12	Steven	Allen	1997	
13	Andy	Amundsen	2004	andy.amundsen@sbcglobal.net
14	Eric	Anderson	2003	beachboy8675309@yahoo.com
15	Jason	Angel	1998	jason_angel@sbcglobal.net
16	Brian	Appiano	2004	magazineclub@aol.com
17	Karen	Apra	2000	karenapra@hotmail.com
18	Silvia	Arellano	2003	
19	Kelly	Arsenian	2002	devinkelly11@hotmail.com

6) Go to the column with the email addresses in it. Hold down the shift key and click on the first cell with an email address.

7) Continue to hold down the shift key. Scroll down to the last email address of the email column. Click on that last email address. This will select the entire list of email addresses.

	A	B	C	D
1	First Name	Last Name	Graduation Date	Email
961	John	Williamson		
962	John	Wilte		
963	Benjamin	Wilson	2002	
964	Luke	Wilson	2003	
965	Jamarcia	Winship	2000	
966	Jessica	Winter		
967	Greg	Wolf	1987	gregwolf@comcast.net
968	Eric	Wong	2003	cap4snosy@aol.com
969	Leona	Wong	1996	leona_wong@hotmail.com
970	Kinsley	Wong	1991	
971	Scott	Woodring	2004	
972	Stephanie	Woodfitt	1987	
973	Lisa	Worley	1998	lisa.worley@fox.com
974	Heather	Wren	2003	heathermwren@hotmail.com
975	Lon	Wright	1999	lew49ers@aol.com
976	Michael	Yell	1999	
977	Angelica	Yusan	1994	yusanaf@wellsfargo.com
978	Vincenza	Zabbata	2003	
979	Brian	Ziff	1991	bziff@snet.net
980	Ran	Zookin	2003	
981	Matthew	Zuckerman	2003	
982				
983				

8) Copy the addresses:

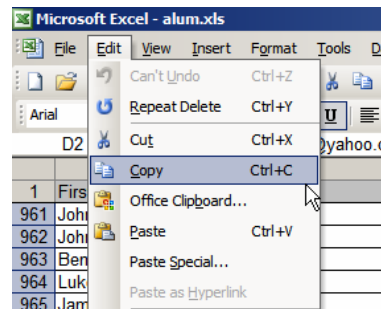
a) Click on the copy icon in the main menu.

OR

b) Go to **Edit > Copy**.

OR

c) Use the shortcut key combination of **Ctrl + c**.



9) Go back to Outlook and the **Select Members** dialog box.

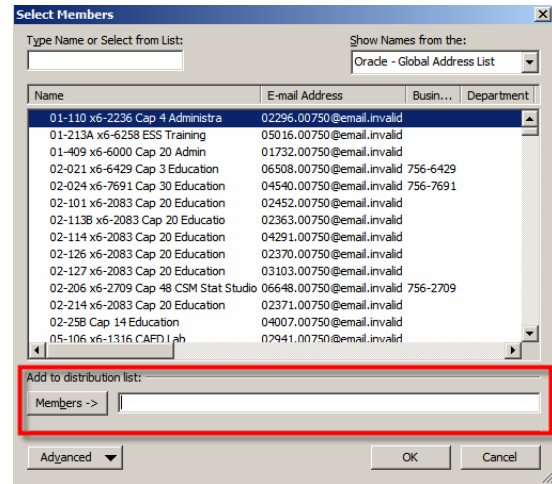
10) Click in the **Members** field near the bottom of the dialog box.

The cursor appears in the **Members** field.

11) Press **Ctrl + p** (the key combination to paste).

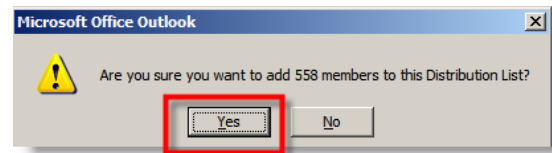
The list from the Excel spreadsheet appears in the **Members** field. If you are pasting a large list into this field it may take a few seconds.

12) Click **OK**.



A **Microsoft Office Outlook** warning appears.

13) Read then click **Yes**.



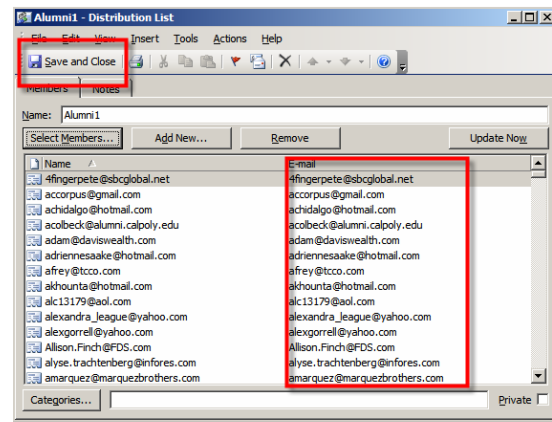
The **Alumni1 Distribution List** appears.

14) Make sure all of the email addresses in the **E-mail** column have the right format. There must be an @ symbol in every address or there will be problems using this list.

15) If an address is incorrect it will cause the delivery failure to the entire group.

16) It does not matter if the Name is the same as the email address.

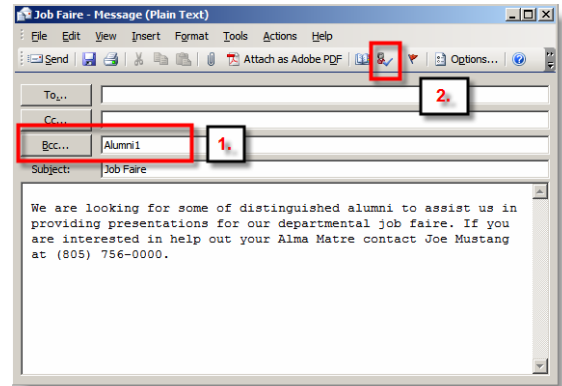
17) After checking all of the email addresses, click **Save and Close** on the menu bar.



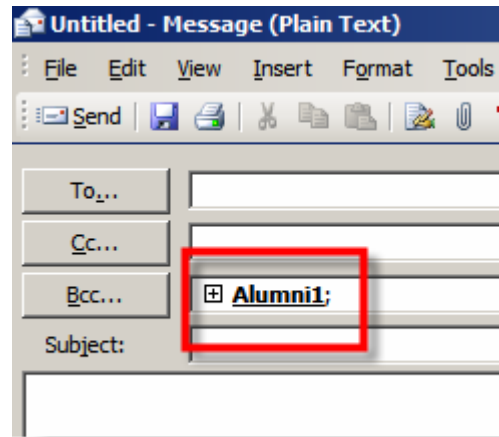
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## Use the New Distribution List.

- 1) Open a new email message.
- 2) Enter the text for the message.
- 3) It is recommended that you put your list in the **Bcc** field as this will hide the list from the recipients and help stop a potential spammer from getting the list.
- 4) Click the **Check Name** icon in the tool bar.



- 5) If the addresses in your list are accepted by Outlook, the name of the list will be bolded and underlined with a plus sign. If you click the plus sign in front of the list you will be able to see all of the email addresses contained in the list.
- 6) When you are done composing your message, click the **Send** button.



- 7) After sending an email to a large group you may receive returned messages indicating that some of the addresses you are using are not valid. This is an opportunity for you to update your list.

You may want to add your name to the distribution list. If you receive the message, you will know that the message was sent properly.

For additional information contact the Service Desk at 756-6059 or [servicedesk@calpoly.edu](mailto:servicedesk@calpoly.edu)