

# REPLACE A DELETED DISTRIBUTION LIST – Outlook, Word and Excel, 2003

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We all do it. Every once in a while we delete the wrong file. How do you fix an accidentally deleted Outlook e-mail distribution list?

## FIND YOUR E-MAIL ADDRESSES

- Go to your SENT mail in Outlook and find your most recently sent e-mail that used that distribution list. Open it up and select the e-mail addresses of the recipients.
- Copy and paste those e-mail addresses into Word. Now you have a list of e-mail addresses separated by semicolons and quotation marks. Save the document.

## GET RID OF QUOTATION MARKS

“Ctl F” (hold down the Ctl key and the F key) will take us to the “Find” command. In the “Find What” box, put in quotation marks (“”). Click on the “Replace” tab and do not type in anything in the “Replace With” box. Click “Replace all.” We’re going to replace all quotation marks with absolutely nothing. Voilà! They’re gone. Save the document.

## IMPORT DATA FROM WORD TO EXCEL

- Because your e-mail addresses are separated by semicolons, we can save the Word document as a .txt file. Click on “File > Save As” and choose .txt from the “Save As Type” dialog box at the bottom.
- Go to Excel. Open the .txt document – allow Excel to step you through the next few questions, and your e-mail addresses will be imported into the top row of the spreadsheet.

## CONVERT ROWS TO COLUMNS

- Click on the top row, and hit “Ctl C” (the keyboard shortcut for “copy”).
- RIGHT click on the FIRST cell in the SECOND row and choose “Paste Special.” Select “Transpose” from the dialog box.



Now you have an Excel spreadsheet of your e-mail distribution list that you can use to mail merge or import back into your Outlook without retyping (you may need to save as a .csv – *comma separated value* – file first and then import).