

Lotus Notes - How to Create a Mailing List From Information in Excel or Word

You may have a list of contact information that you store in Excel or Word. Why not utilize this information to create a mailing group in your Lotus Notes Address Book?

- If you have the information in Excel, you must copy the e-mail addresses column and paste it into Word (or WordPad) first. It will be pasted as a table.
- In the Word (or WordPad) document, delete any headings or blank rows in the table. Then copy the column of e-mail addresses.
- Open your **Lotus Notes Personal Address Book**
- Click the **New** button and choose **Group**

Save & Close Refresh Sort Member List

Group (MULTI-PURPOSE)

Basics Administration

Basics:

Group name: Web Team

Group type: Multi-purpose

Category:

Description:

Members:

- Enter the **Group Name**
- Click in the **Members** field and click the **Paste** button on the toolbar. The e-mail addresses will be added.
- Again, go through the list and clean up any blank rows and make sure each individual e-mail address is in a separate row.
- Click the **Sort Member List** button to put the addresses in alphabetical order
- Click the **Save and Close** button

To send an e-mail to this group, simply type the **Group Name** in the address field of the new memo.

To Web Team,

cc

bcc

Subject