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Invite users from an Outlook distribution list

Software Support - 2018-04-16 - Support & Troubleshooting

Problem: You have a list of email addresses in an Outlook Distribution List that you want to use to invite people to a workspace.

Solution: Unfortunately, Outlook doesn't provide an easy way of seeing who's in a distribution list as a set of copy and pastable email addresses, but you can get it from an export.

- 1. In Outlook, find the Distribution List, and open it.
- 2. Click File, Save As.
- 3. On the Save As window, select Text Only (*.txt) in the Save As Type drop-down on the bottom.

For a short list:

- 1. Open the text file.
- 2. Copy and paste all of the content into the Email Addresses section on the Kahootz invite page.
- 3. Manually delete the names on each line, leaving just the email addresses.
- 4. Then write your invite message and click the Invite button, as normal.

For longer lists:

- 1. Open Excel and use File, Import, to import in the saved text file. (You may need to change the "file type" selector to Text files or All files).
- 2. When you select the file in the previous step, you will be automatically redirected to Excel's Text Import Wizard.
- 3. Choose "delimited" and start at import row 5 (it'll show you how many header rows are on the page). This should give you the names and email addresses as separate columns in Excel.
- 4. Copy and paste just the email column into the Email Addresses section on the Kahootz invite page.
- 5. Then write your invite message and click the **Invite** button, as normal.