Invite users from an Outlook distribution list

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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.