

Moving Data Between Excel and an Email Program

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Importing and Exporting Data

Importing

Uploading data from a file to an
Email program

Exporting

Downloading data from an
Email program to a file.

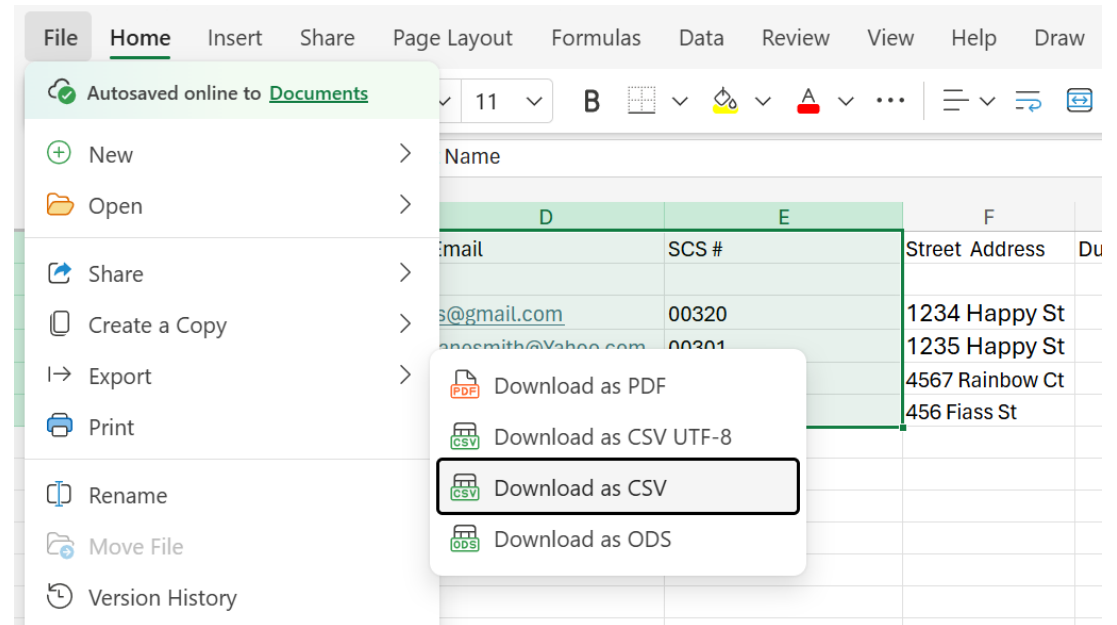
Tips for Selecting Columns in Excel to Export

When selecting, be sure to include your Header Row (Column Labels)

Whole Sheet	Ctrl+A
Section of the Sheet	Click and Drag to cover the required area
Specific Column	Click the Column Letter
Consecutive Columns	Click on the Column Letter and Drag Across
Non-Consecutive Columns	Click on the first Column Letter Press and Hold the CTRL key Click on the remaining Column Letters
Header Row plus Selection of Rows	Click on the Header Row Press and Hold the CTRL key Click on the remaining Row Numbers

Export from Excel

- Select the Columns to Export include the column header
- File, Export, Download as CSV (Comma Separated Values)
- The file will be saved in your Downloads folder.



Importing into Outlook

- Access your Contacts in your Outlook account
- Click on the People Icon on the far left
- Select ALL CONTACTS
- Click on Import in the Center Column or Manage Contacts in the Command Bar
- Click Browse
- Select your file in the Downloads Folder
- Click Open on the bottom of the Dialog Box
- Click Import (lower right)
- Click on the Close Button
- Click on All Contacts to see the imported contacts

