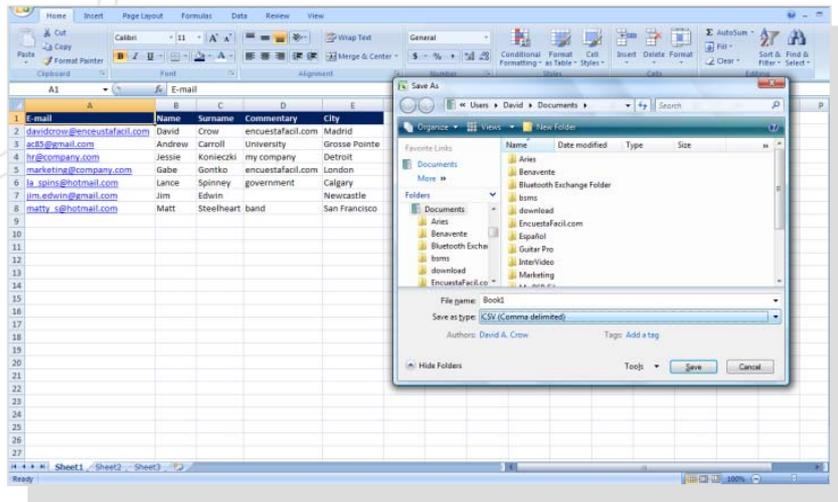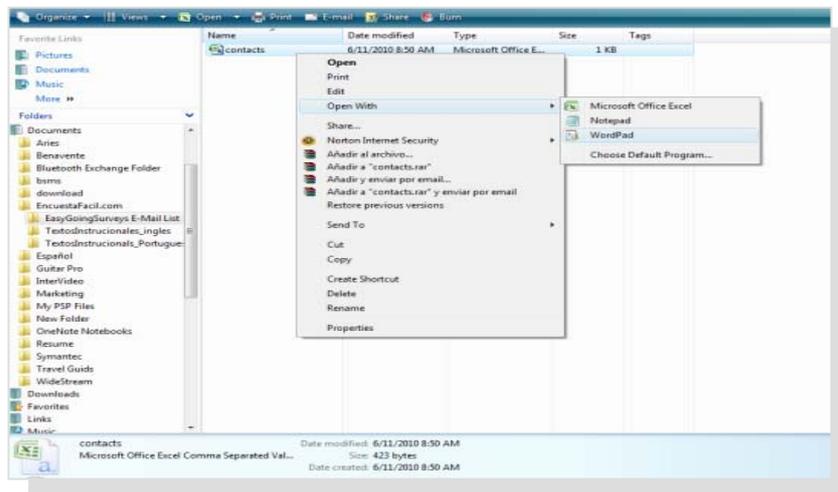# easygoingsurveys.com

Importing E-mail Addresses from an Excel File to ¨My Lists¨
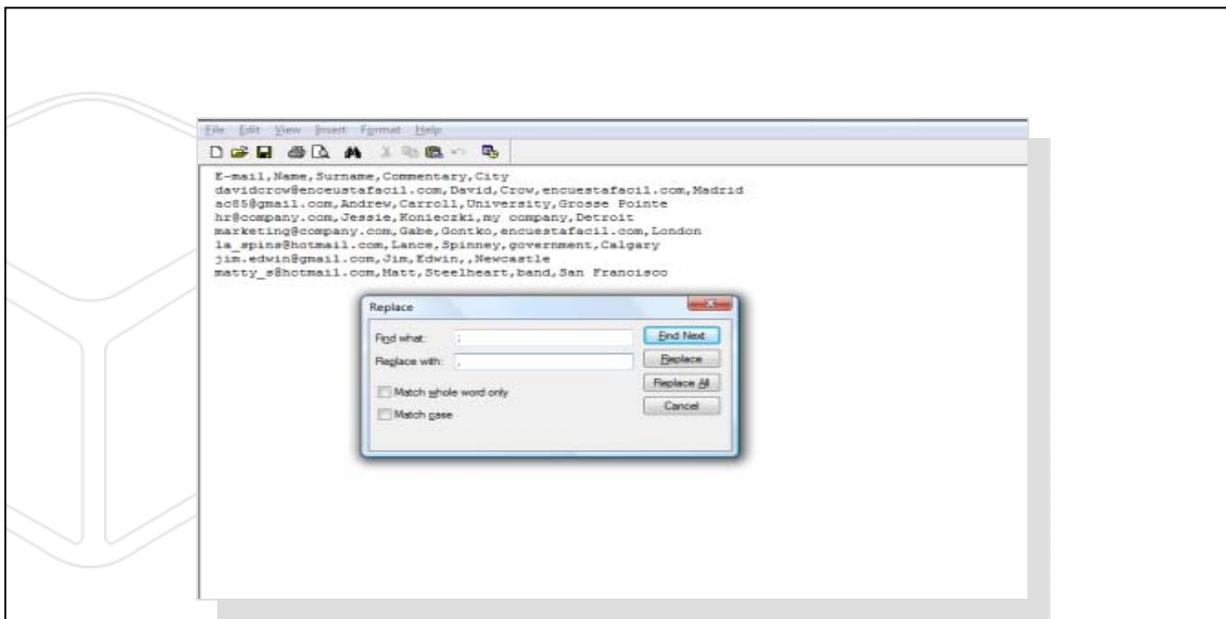

1 – Open the Excel spreadsheet that contains the e-mail addresses
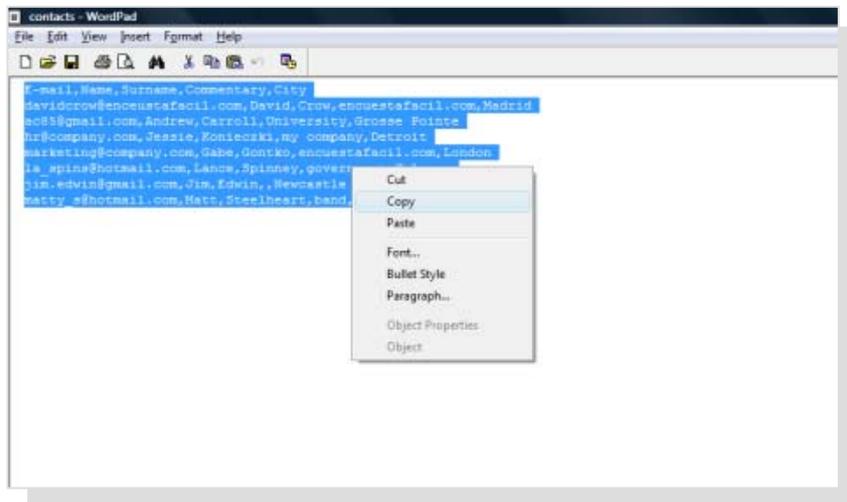
2 – Save the file as a CSV (comma-separated values)

3 – Open the CSV file as a text file (for example, with WordPad, Notepad, etc.)

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4 – It´s possible that some versions of Excel save the CSV in a semi-colon delimited format (;). In this case in this case, you´d have to substitute the semi-colons (;) with commas (,). In order to do this it´s necessary to go to: Edit -> Replace

5 – Copy the data from the text using the right mouse button.

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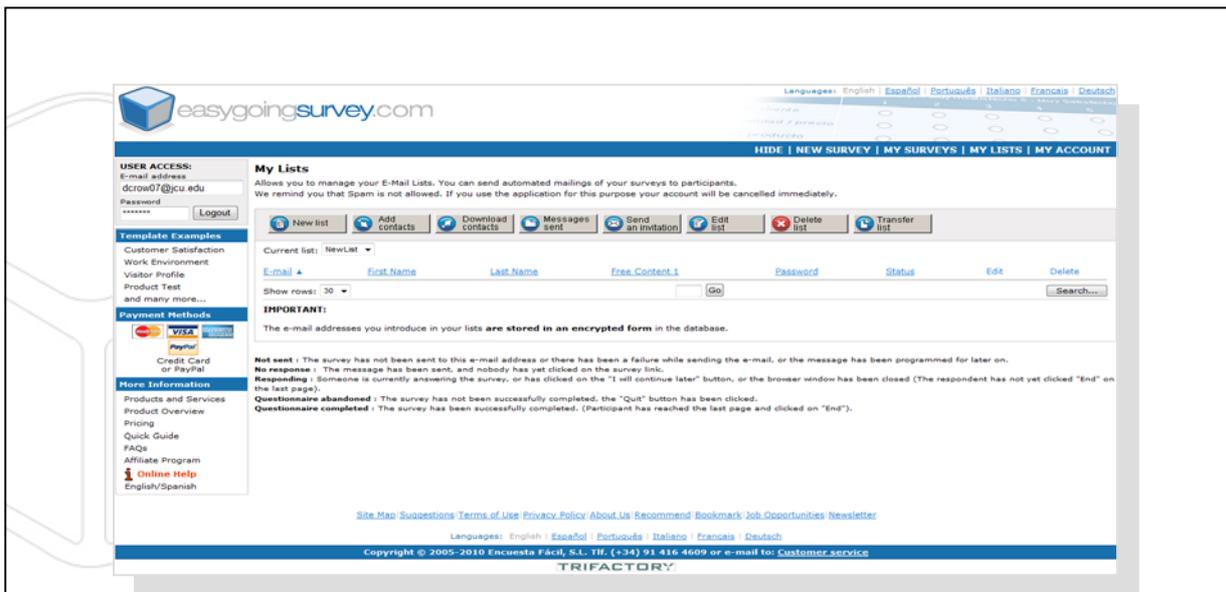
6 – From the "My Lists" section of EasyGoingSurveys.com create a new distribution list or select an already existing list.
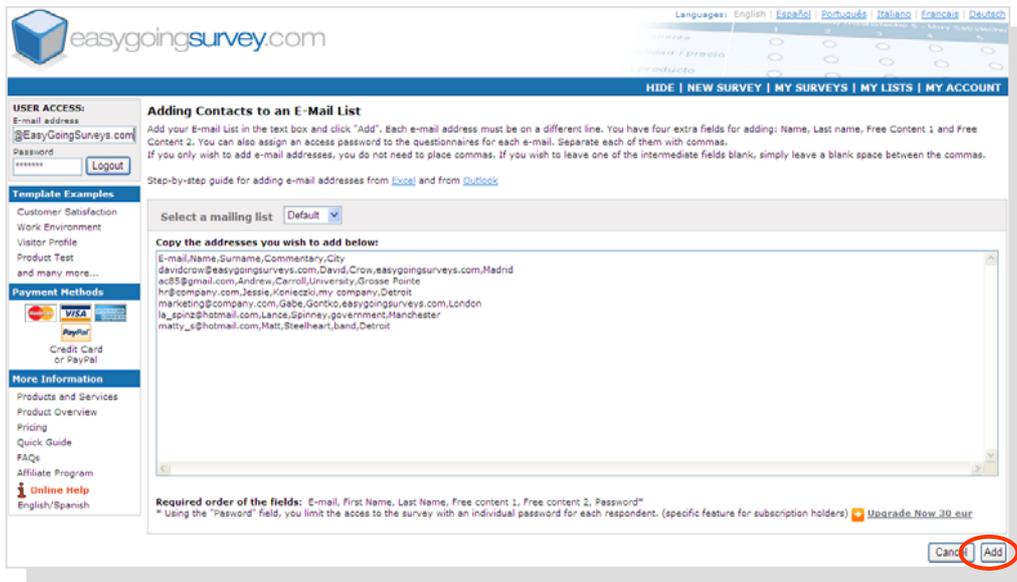
7 – Paste the data from the text file into the window. Click on "Add" in the lower right corner

8 – Afterwards you will see the complete, organized list.