How to copy the list of addresses from the Word document into a distribution list in Outlook

1. Highlight and right click the list in a Word document, click Copy

2. Open Outlook, click the arrow of a New tab in the Menu toolbar
3. Select Distribution List from the menu

4. Put the name of the list in the Name field. Click the “Select Members” button on the Ribbon
5. On the “Select Members : Contacts” pop-up window, right click in the “Members” field, click Paste.

6. The list of emails will be pasted into the box. Click Ok. The new list is created.