

Sign Up Free

Pricing

Features

Resources

Support

Blog

Search



# Support

## How do I clean my list with Microsoft Excel?

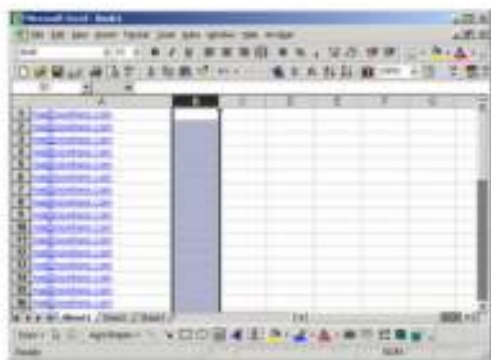
Topic: [Lists](#) | Updated: 12/07/2011

MailChimp was originally built for companies that already have a list management system, but needed help with delivery.

Since we clean your bounces for you in the list area, only those who clean an internal database manually would need to use these instructions.

### Instructions for removing duplicates from your list:

1. Open up Microsoft Excel.
2. Paste your entire list into Column A.
3. Sort the entire column alphabetically (A > Z). This is very important.
4. Click on and highlight Column B.



5. With Column B highlighted (press the gray B button above the column to highlight the entire column), enter the following into the "formula" box in Excel, `=IF(TRIM(A1)=TRIM(A2),"",TRIM(A1))`



### Have a question?

Search the Knowledge Base



Email Us

Chat With Us

### Share This Article

Email It

Tweet 0

Like 1

### Translate

Select Language

Powered by [Google Translate](#)

### Article Short URL

<http://eepurl.com/pCHQ>



### Tagged

[list](#)

[import](#)

[list management](#)

[excel](#)

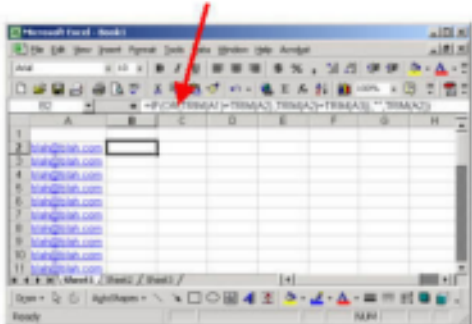
[duplicates](#)

[list cleaning](#)

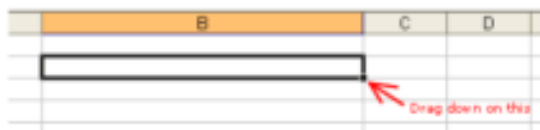
6. After the formula is filled in, and with the entire Column B still selected, go to the menu in Excel, and choose: Edit > Fill > Down.
7. This will fill Column B with a new, updated list, with all duplicates removed.
8. Now, you'll want to copy that column into a new spreadsheet. "Copy & Paste" won't work...
9. Select Column B, and choose Edit > Copy.
10. Create a new spreadsheet, and select Edit > Paste Special > "Values".
11. Now you should have the final, updated list. You can sort it now, and remove blank lines.  
*After you paste into a new sheet, blank entries from your list show up at the top, so if you have a very large list, you might have a lot of blank lines near the top. If so, scroll down to see your list.*

### Instructions for removing bounces:

1. Open up Microsoft Excel.
2. Paste your master email list into Column A, starting in the 2nd row (start in cell A2).
3. Go into Mail Chimp, and copy all the bounce-backs. Paste those into the same column as your master email list.
4. You should have A1 blank.
5. Sort the entire column alphabetically (A > Z). This is very important. Note: newer versions of Excel might try to delete your empty A1 cell—make sure to insert an empty cell back in if this happens.
6. Now, click on the cell B2 (Column B, 2nd cell down).
7. With B2 highlighted, enter the following into the "formula" box in Excel.  
=IF(OR(TRIM(A1)=TRIM(A2), TRIM(A2)=TRIM(A3)), "", TRIM(A2))



8. After the formula is filled in, and with B2 still selected, click and drag down on the bottom right corner of the B2 cell (should be a little square icon there, like the diagram below).



9. Drag that icon straight down.
10. It should fill in that column with a new list, with all bounced emails removed.
11. Now, you'll want to copy that column into a new spreadsheet. "Copy & Paste" won't work...
12. Select Column B, and choose Edit > Copy.
13. Create a new spreadsheet, and select Edit > Paste Special > "Values".
14. Now you should have the final, updated list. You can sort it now, and remove blank lines.  
*Blank lines show up at the top, so if you have a very large list, you might have a lot of blank lines near the top. If so, scroll down to see your list.*

### Related Articles

- [Why can't I use MailChimp to clean my list?](#)

**About Us**

[About MailChimp](#)  
[Jobs](#)  
[Customer Stories](#)  
[Press Resources](#)  
[Integration Fund](#)  
[Brand Guide](#)

**Connect With Us**

[Integrations & Plugins](#)  
[MailChimp API](#)  
[MailChimp Labs](#)

**Contact Us**

[Contact MailChimp](#)  
[Partner With Us](#)  
[Abuse Desk](#)  
[MailChimp Status](#)  
[Find an Expert](#)

**Legal Info**

[Terms of Use](#)  
[Privacy Policy](#)  
[Copyright Policy](#)