Export a Table from Excel to SharePoint

You can easily create a SharePoint list by exporting an Excel table.

1. Open the spreadsheet in Excel and ensure it is defined as a table. Click inside the table. On the ribbon, click the **Table Tools/Design** tab. In the **External Table Data** group, click **Export**.

2. Click **Export Table to SharePoint List**.

3. If prompted, click **OK** to trust the file.
4. Enter the address of the top level of the SharePoint site; be sure the address is not a page or list or library. Enter a name and description for the new list and click **Next**.

5. If prompted, log in to the SharePoint site.
6. Review the columns and their data types, and click **Finish**.

If the Data Type is not correct, click **Cancel** and make changes within Excel to correct any issues.
7. A dialog appears with the address of the new SharePoint list. Click the link to see the list.

8. In SharePoint, the imported data appears in Quick Edit mode. Click **Stop editing this list** to save the list.

9. Return to Excel, click **OK** and close the spreadsheet.
