Create a List by Importing a Spreadsheet

You can import information from an Excel spreadsheet to create a SharePoint list.

1. Click the **Settings** gear, and click **add an app**.

2. Enter **excel** in the **Find an app** search box, or browse the list of apps to find the Import Spreadsheet app.

3. Click **Import Spreadsheet**.

4. Enter the name for the new list and, if desired, a description. Click **Browse**, select the spreadsheet and click **Import**. If prompted, log in.

5. The Excel spreadsheet opens. In the dialog, choose the **Range Type** and its associated **Select Range**. 

The import options are:






1. Click **Import**. The list is created and contains the information from the spreadsheet.

2. Rename the list to a friendlier title.
