Go into the dashboard with the email addresses or other information you would like to copy.
At the bottom of the page, go to the action link that says **Export** and click on the format in which you would like your dashboard exported.
Open the exported document and Copy the information you need.
Go into the dashboard where you would like to Paste the information you have copied.

Click the three dashed lines in the upper right hand corner of the page and choose Edit Dashboard. (note: you must be in dev or test environment in order to edit a dashboard) Then find the section in which you would like to include the copied information.
Click on the properties button that looks like a small rectangular box with the letters **xyz** in it next to the **red X**. **Paste** in copied information and format according to your preference.
To preview your pasted in text, click Preview underneath the text box. Then click OK when you are finished. Before you leave the Dashboard, remember to click the Save button in the upper right hand corner. You can also choose to preview your dashboard with your changes by selecting Preview, also located in the upper right hand corner.