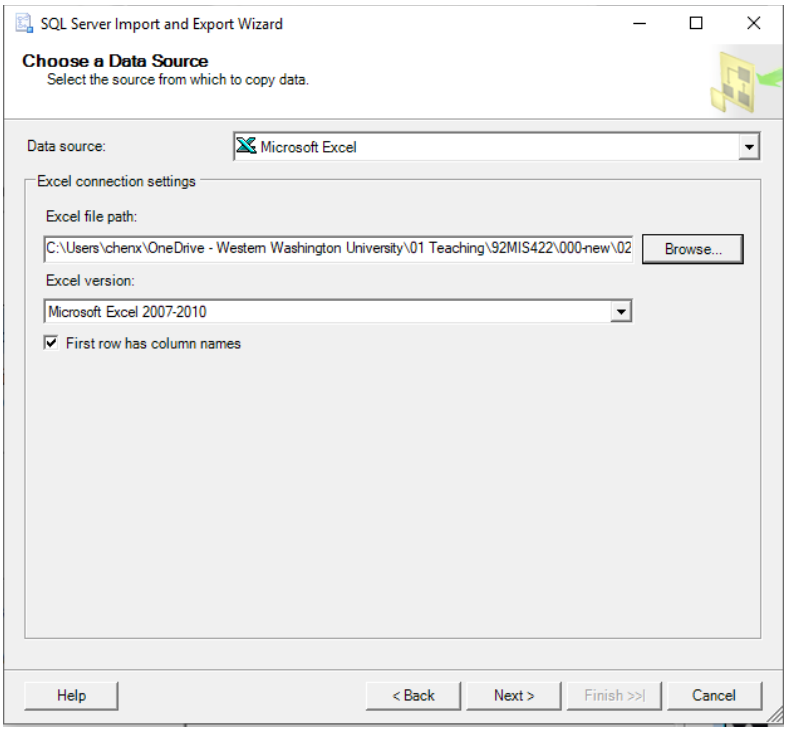
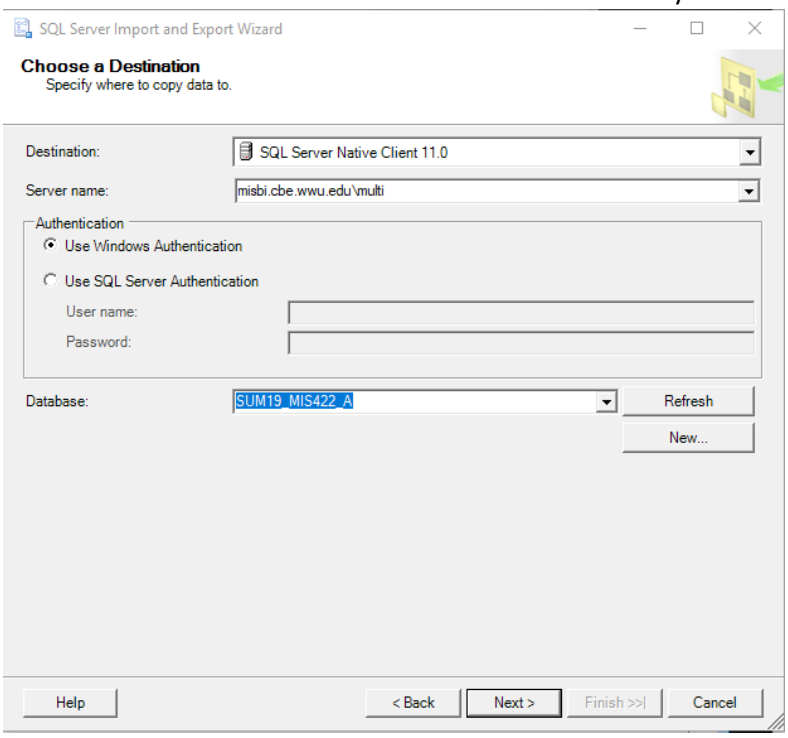
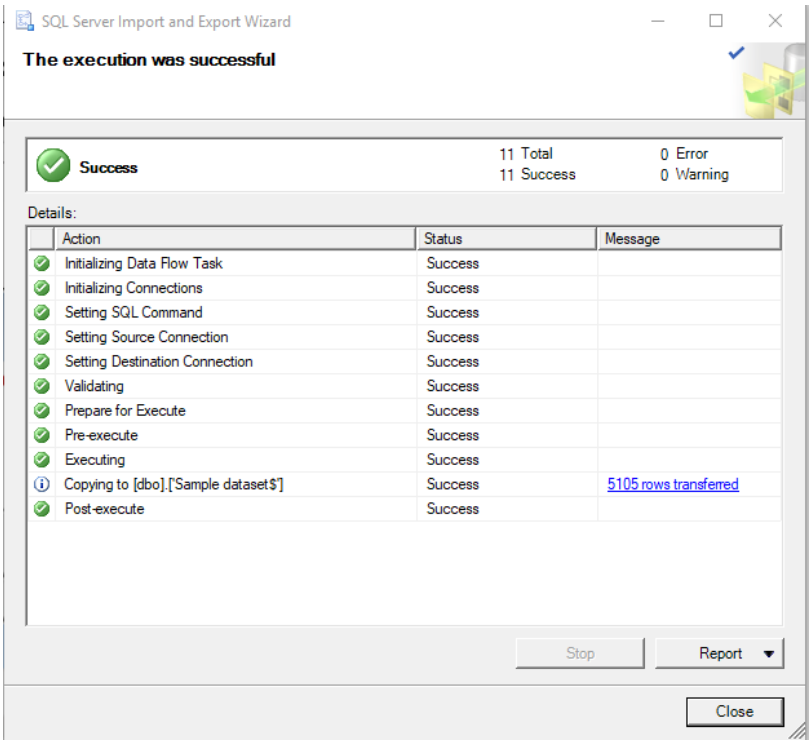
1. In the left navigation pane of the SQL Server Management Studio, right click your team database name, then choose Tasks->Import Data…; click Next> on the splash screen
2. In Choose a Data Source window, choose Microsoft Excel for the Data source and browse to locate the file:



3. Click Next. In Choose a Destination window, choose SQL Server Native Client 11.0 for Destination. Your team database should be automatically selected for Database:



4. For Authentication, you can choose Use Windows Authentication or Use SQL Server Authentication (need to provide User name and Password) if you are on a campus computer. Otherwise, choose Use SQL Server Authentication and provide User name and Password for the corresponding text box. Click Next> until you get to the Select Source Tables and Views window
5. If there is only one worksheet in the Excel file, you can select that sheet to be imported. If there more than one sheet in the file, you need to determine which sheet contains the data you need by clicking the Preview… button to examine the data on a sheet to see if it is what you need. If it is, select that sheet. If you need data from multiple sheets, select all those sheets.
6. Click Finish>>, then Finish on the next window to import the data.
7. After it is done, you should see Success for all tasks in the Status column. If not, contact me as soon as possible.



8. Go to your team database, refresh the list of tables. You should see the new table in your database. You need to rename the table with a meaningful name (remove special characters, such as $ from the name). Right click the new table, choose Select Top 1000 Rows to see the data in the Results window