How to Copy Email-Addresses from Excel into the TO field of Outlook

1. Copy the Excel column of email addresses.

2. Paste the email addresses into a blank Microsoft Word document using the “Keep text only” Paste option as shown below.

3. From the Home tab, click on ‘Replace’.

4. In the ‘Find’ box and enter ^p (hold down the Shift key and hit the 6 key to get ^).

5. In the ‘Replace’ box and type in a semi-colon (;).

6. Click on ‘Replace All’, then OK.

7. Copy the resulting text into the “To” field of your Outlook email message.