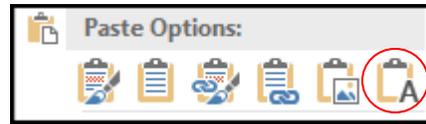


How to Copy Email-Addresses from Excel into the TO field of Outlook

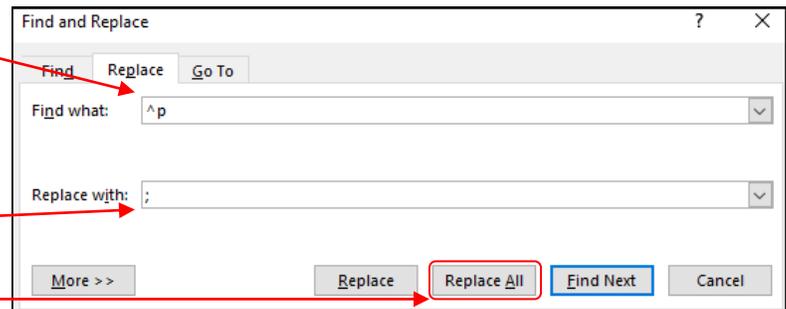
1. Copy the Excel column of email addresses.
2. Paste the email addresses into a blank Microsoft Word document using the “Keep text only” Paste option as shown below.



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.