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 An | Find and Replace | ? | × |
|----|----------------------------------------------------------|---------------------------------------|------|----|
| | (hold down the Shift key and hit the 6 key to get ^). | Find Replace Go To Find what: ^p | | > |
| 5. | In the 'Replace' box and type in a semi-colon (;). | Replace with: ; | | ~ |
| 6. | Click on 'Replace All', then OK. | More >> Replace Replace All Find Next | Cano | el |

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

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