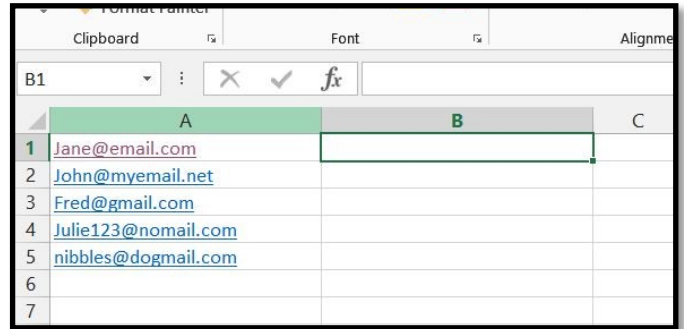


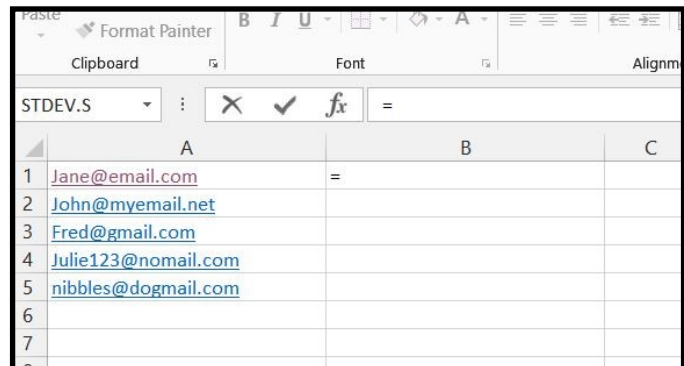
# THE EASY WAY TO PASTE SPREADSHEET ADDRESSES INTO AN EMAIL

(Comma Separated Values)

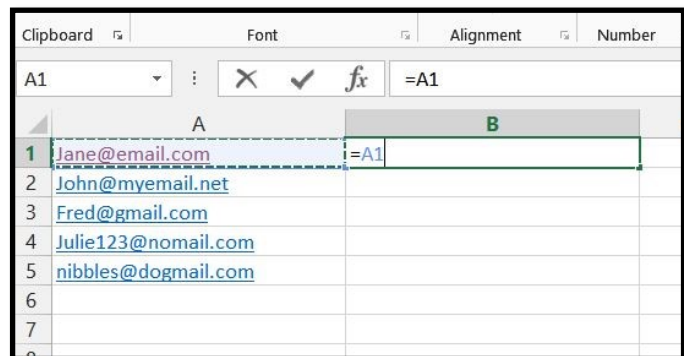
INSERT a blank column next to the list of email addresses



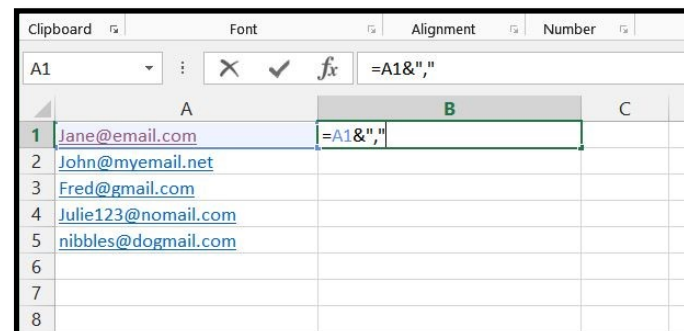
Type an equal sign (=) in the cell of the blank column next to the first email address.



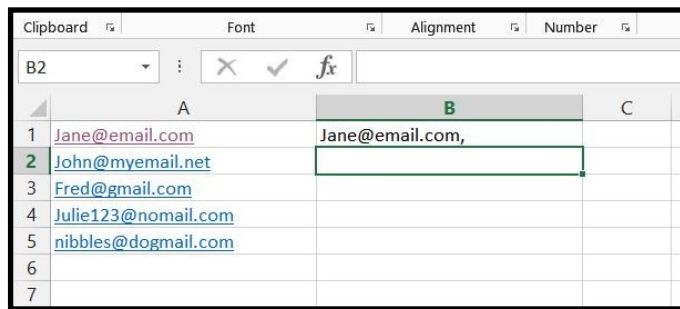
Click on the first email address. (This enters the cell location in the formula.)



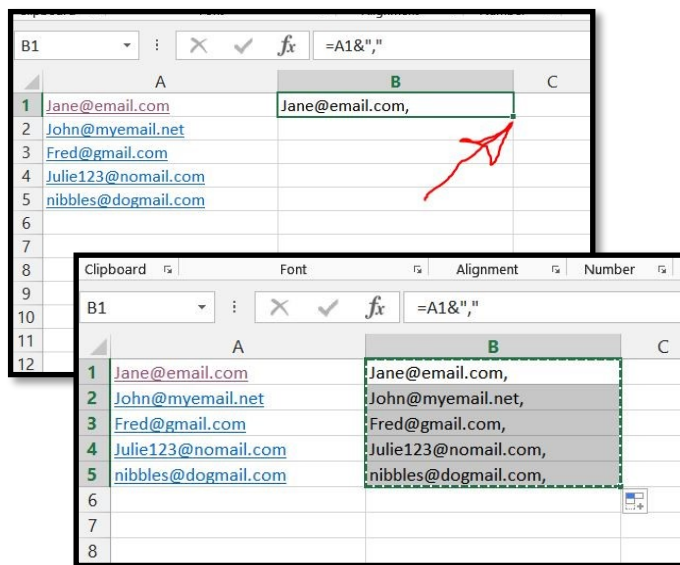
In the first cell of the BLANK column, complete the formula =A1&"," and press ENTER.



The first email address will show up with a comma at the end.



Click and drag the little square dot in the bottom-right corner **downward**. The formula will be replicated down the page.



Now that you have commas after all of the email addresses, you can cut and paste them into the “Bcc” part of your email header. You may be able to paste the entire column in one cut-and-paste operation. But some email software limits the number of addresses that can be pasted at one time, so you may need to make more than one cut-and-paste iteration.

