

Guide: Create a Formatted CSV in Excel

1. Open Microsoft Excel.
2. Create a new blank workbook.
3. Enter your data in separate columns, for example:
Column A: Email addresses (e.g., test1@email.com)
Column B: Name (e.g., John)
Column C: Subject (e.g., Request #1234)
4. Fill in one row for each entry you want to export.
5. When done, click on 'File' > 'Save As'.
6. Choose the folder where you want to save the file.
7. In the 'Save as type' dropdown, select 'CSV (Comma delimited) (*.csv)'.
- ■ If you need semicolons instead of commas, adjust your regional settings or open the file and replace commas with semicolons.
8. Click 'Save'.
9. Open the resulting CSV file with a text editor (like Notepad) to confirm that each line follows the format:
test1@email.com; John; Request #1234; ...