

Salesforce Marketing Cloud | Formatting email lists in excel

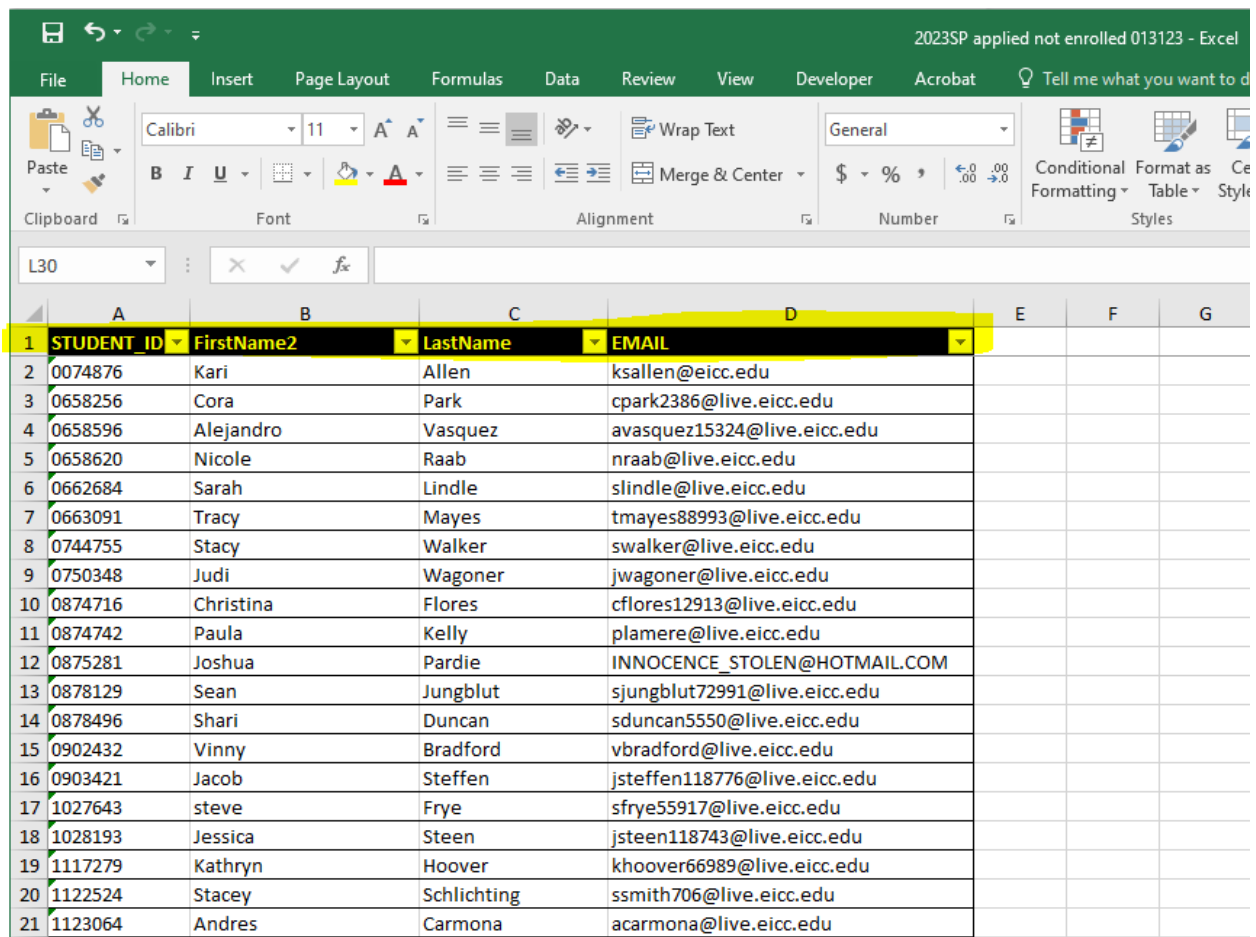
Step 1: Make sure you at least the following four fields:

- STUDENT_ID
- FirstName
- LastName
- EMAIL

There is no limit to the number of students in your email list, Salesforce Marketing Cloud can email to the entire list without breaking it up into chunks of 500.

You can have as many columns as you like, and any information stored in your spreadsheet can be used like just like Mail Merge in office.

Just make sure to remove all commas from the spreadsheet because it must be saved as a CSV file to upload.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G
1	STUDENT ID	FirstName2	LastName	EMAIL			
2	0074876	Kari	Allen	ksallen@eicc.edu			
3	0658256	Cora	Park	cpark2386@live.eicc.edu			
4	0658596	Alejandro	Vasquez	avasquez15324@live.eicc.edu			
5	0658620	Nicole	Raab	nraab@live.eicc.edu			
6	0662684	Sarah	Lindle	slindle@live.eicc.edu			
7	0663091	Tracy	Mayes	tmayes88993@live.eicc.edu			
8	0744755	Stacy	Walker	swalker@live.eicc.edu			
9	0750348	Judi	Wagoner	jwagoner@live.eicc.edu			
10	0874716	Christina	Flores	cflores12913@live.eicc.edu			
11	0874742	Paula	Kelly	plamere@live.eicc.edu			
12	0875281	Joshua	Pardie	INNOCENCE_STOLEN@HOTMAIL.COM			
13	0878129	Sean	Jungblut	sjungblut72991@live.eicc.edu			
14	0878496	Shari	Duncan	sduncan5550@live.eicc.edu			
15	0902432	Vinny	Bradford	vbradford@live.eicc.edu			
16	0903421	Jacob	Steffen	jsteffen118776@live.eicc.edu			
17	1027643	steve	Frye	sfrye55917@live.eicc.edu			
18	1028193	Jessica	Steen	jsteen118743@live.eicc.edu			
19	1117279	Kathryn	Hoover	khoover66989@live.eicc.edu			
20	1122524	Stacey	Schlichting	ssmith706@live.eicc.edu			
21	1123064	Andres	Carmona	acarmona@live.eicc.edu			

Step 2: Save your file as a CSV (comma-separated values), this file format uploads the best.

