

# How to separate email from information in Excel

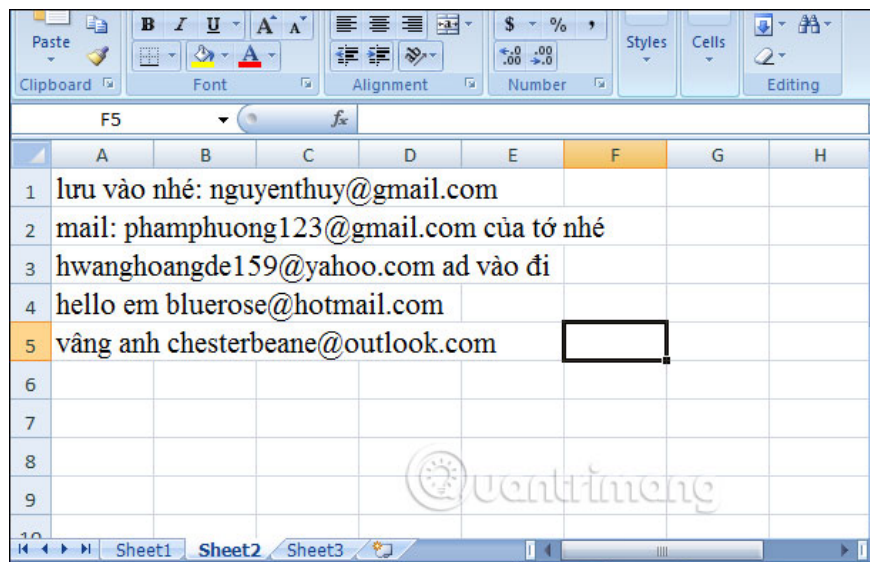
The email list will often include other guest information or content. So how to separate email on Excel?

If you often have to gather the email address of the customer or you read from the Excel list, then you must proceed to filter and split to get only the email address in the list. Email addresses will include a message, comment, or any other information at the top and bottom of the email address. Manually copying each email address will be very time consuming, when the list is very long. So how to filter email from the information included in Excel?

1. Instructions on how to separate column content in Excel
2. 2 ways to separate information Name in Microsoft Excel?
3. How to separate the date, month, and year columns into 3 different columns in Excel

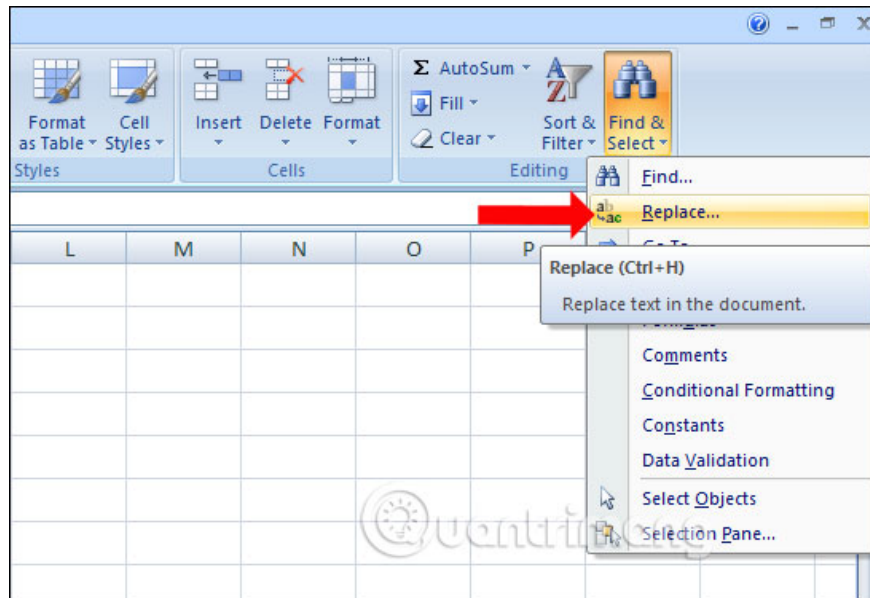
## Instructions for filtering email addresses on Excel

For example, we have the example data table below with the email list that needs to be separated, filtered from the accompanying content. Email is mixed with the content at the back and the front.



### Step 1:

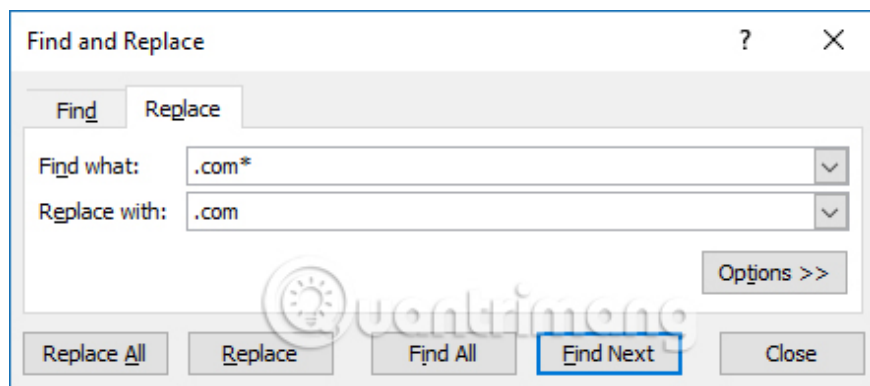
First, users black out the entire content of that list. Continue to press the **Find & Select** tool and select **Replace** . or you can quickly press **Ctrl + H** to quickly open.



### Step 2:

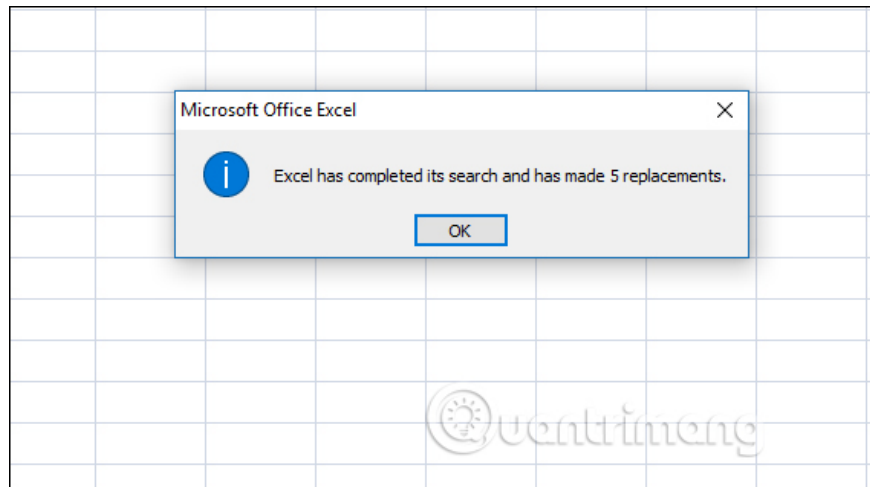
Display the Find and Replace interface, click the **Replace tab** . Next in the **Find what** section enter the email extension, **.com \*** . The \* character will represent the entire content displayed behind .com. Can be applied to .net or any email extension you want.

Next in **Replace with** you enter as **.com** . Click **Replace All** to remove the characters at the end of the Email.

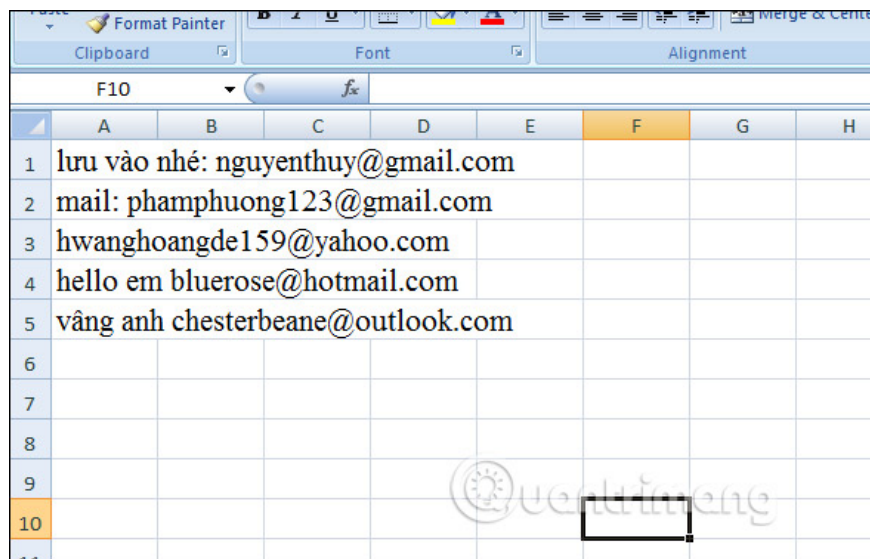


### Step 3:

Then Excel will notify the number of characters to search according to the search content that the user has set, click **OK** to agree.

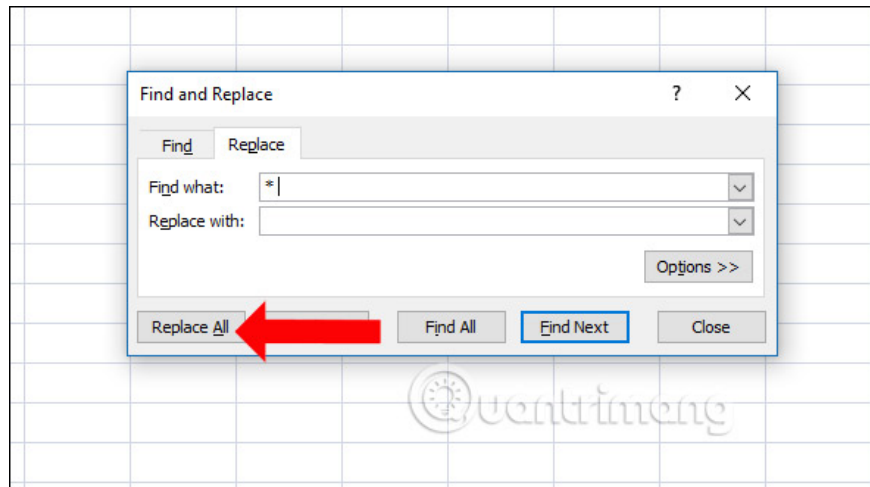


The result of the email list will remove the excess content behind the email address.

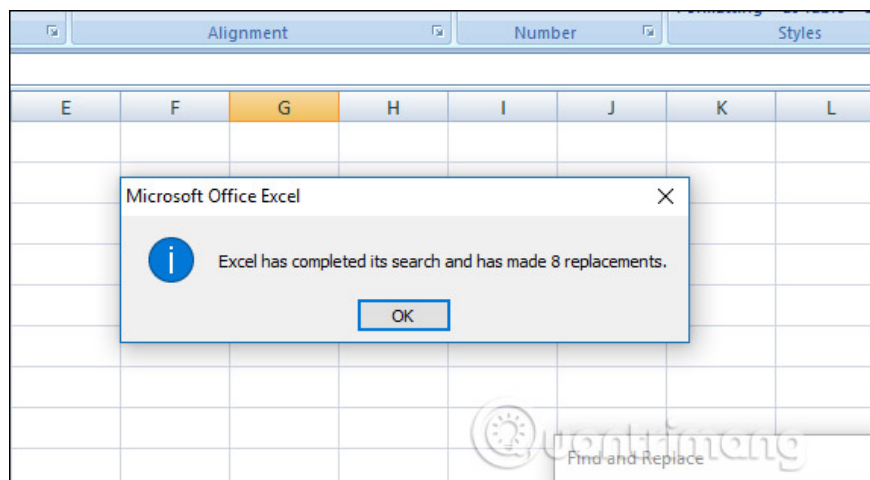


**Step 4:**

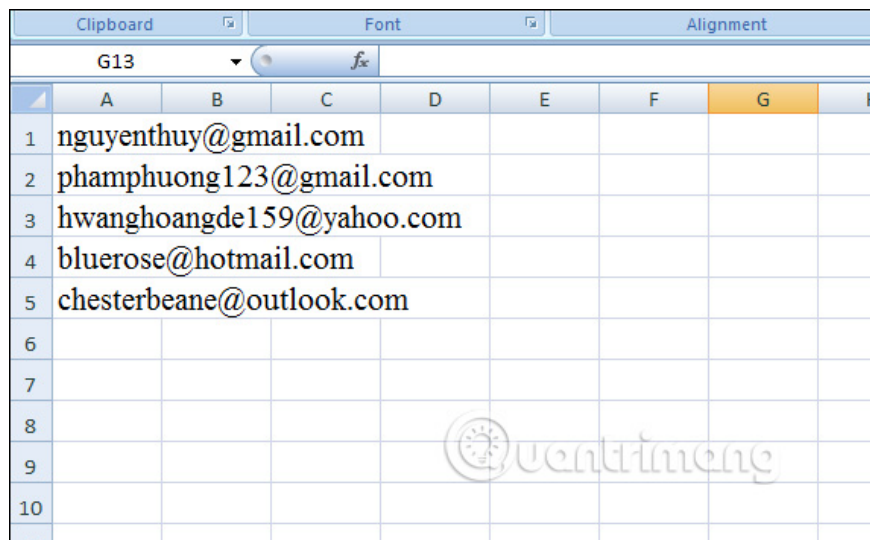
Next, open the Find and Replace interface again. At the **Find what** enter \* space , the **Replace** part does not enter anything. Click **Replace all** .



We also receive a notification of the number of characters found, click OK instead.



The final complete result of the entire top of the email has been removed, including spaces. The list of email addresses on Excel has been greatly simplified.



Instead of manually filtering emails, Excel's Find and Replace tool has transferred all the data in the list to email addresses. The first and last contents of the email are removed, including spaces.

## Video tutorial for filtering email addresses on Excel

See more:

1. How to convert a sequence of numbers into dates in Excel
2. How to calculate the number of days in Excel
3. How to separate thousands by commas in Excel

I wish you all success!

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