

**Question:** Can I send information from some cells in an Excel spreadsheet directly to an email?

**Answer:** Yes, using the HYPERLINK function.

**Process (Excel 2003 and 2007):**

In a particular worksheet, there's a list of email addresses of students, and in the next column the score they received on their latest test. We'd like set up a link that automatically creates an email to the student, using a standard subject line for the email, and then put their test score in the text of the email.

	A	B	C
1	Email Address	Student Score	Link
2	<a href="mailto:sam@address.co.za">sam@address.co.za</a>	75	
3	<a href="mailto:jill@address.co.za">jill@address.co.za</a>	92	
4	<a href="mailto:david@address.co.za">david@address.co.za</a>	65	
5	<a href="mailto:simon@address.co.za">simon@address.co.za</a>	96	
6			

The HYPERTEXT function would work with the above example:

- 1 Select cell C2
- 2 Enter the following:  
`=HYPERLINK("mailto:"&A2&"?subject="&"Your Exam Score"&"&body="&B2,"Email Student")`

	A	B	C	D	E	F	G
1	Email Address	Student Score	Link				
2	<a href="mailto:sam@address.co.za">sam@address.co.za</a>	75	=HYPERLINK("mailto:"&A2&"?subject="&"Your Exam Score"&"&body="&B2,"Email Student")				
3	<a href="mailto:jill@address.co.za">jill@address.co.za</a>	92					
4	<a href="mailto:david@address.co.za">david@address.co.za</a>	65					
5	<a href="mailto:simon@address.co.za">simon@address.co.za</a>	96					
6							

The function uses concatenation to combine cell A2 to the *mailto* command, the words *Your Exam Score* to the *subject* line of the email, cell B2 to the *body* of the email, then the text after the comma will serve as the description text of the link.

- 3 Press **Enter**. You will now have a formatted link that will create the email

	A	B	C
1	Email Address	Student Score	Link
2	<a href="mailto:sam@address.co.za">sam@address.co.za</a>	75	<a href="#">Email Student</a>
3	<a href="mailto:jill@address.co.za">jill@address.co.za</a>	92	
4	<a href="mailto:david@address.co.za">david@address.co.za</a>	65	
5	<a href="mailto:simon@address.co.za">simon@address.co.za</a>	96	
6			



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**NB:** the HYPERTEXT function will only allow 255 characters, which includes the *mailto*, *subject* and *body* commands. This means that you may only end up with enough text similar to an SMS to fit in the body of your email.