Mail Merge

A mail Merge is when you add names and addresses to Letters, Envelopes, mailing labels and E-mails for mass distribution. You can use Microsoft Outlook contacts as the data source for Mail Merge.

Choosing who will be mail merged

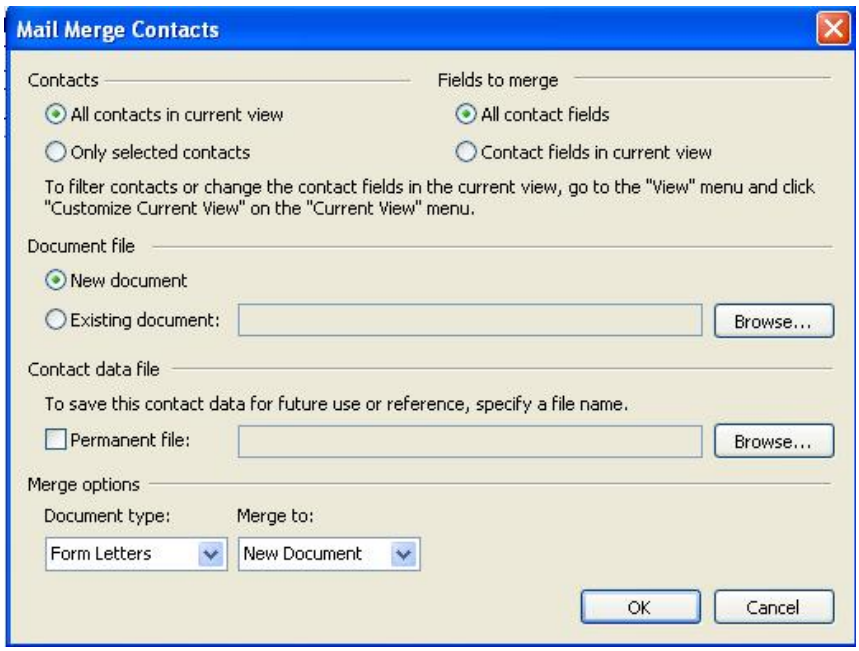
You can choose which contacts will be part of the mail merge in three ways:

- Select contacts from the Contacts folder by clicking on them while holding down the CTRL key.
- Create a separate contacts folder and copy only the contacts you need, to that folder.
- Create a custom view of the **Contacts** folder. For example, you can create a view that contains only your contacts from a particular state/ province and then send a custom e-mail message to them only.

For more information on mail merging specific contacts refer to page 41

Creating mail merge letters

1. *Open the contacts folder (Select the required contacts if necessary)*
2. *Click on Tools*
3. *Click on Mail Merge*



4. *Click OK* *Microsoft Word will start*

5. *Place cursor where you require your first field*

6. *Click on the Insert Merge field icon* *a list of available fields will appear*

7. *Double click on the required field to insert it*
8. *Click on Close*
9. *Place the cursor where you want the next field and repeat form step 6*
10. *repeat as necessary*

You want to end up with something like this

«First Name» «Last Name»
«Mailing_Address»

Dear «First Name»

We hope you enjoyed your course with us. We would like to offer you a special discount on any future courses you book with us.

Yours sincerely

Happy Computers

11. *Click on the Merge to new document icon* *a new document will be created with all your letters ready for printing*

12. *Choose whether to merge all or specific records*
13. *Click on OK*