

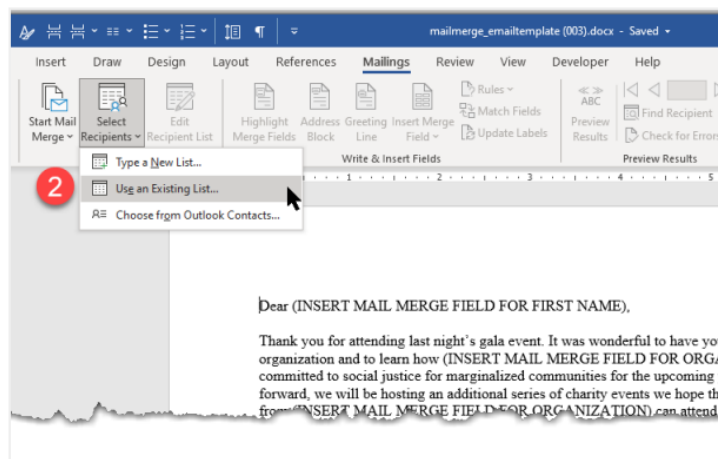
Mail Merge

Six Easy Steps to Mail Merge with Microsoft Word



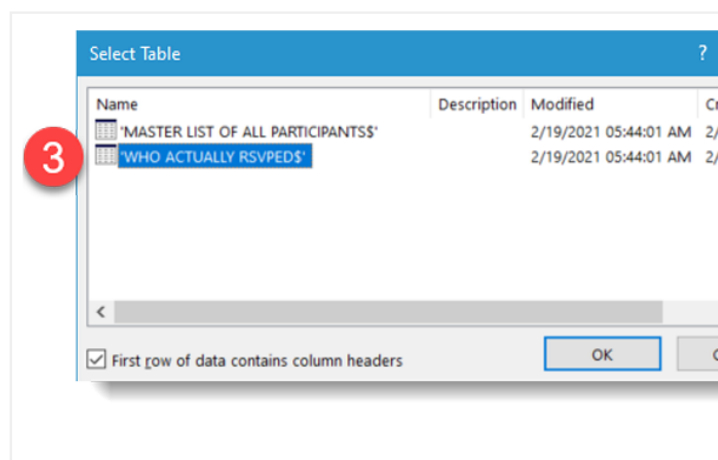
1

From the Word document locate the **Mailings** tab.



2

From the **Select Recipients** drop-down, select **Use an Existing List**.

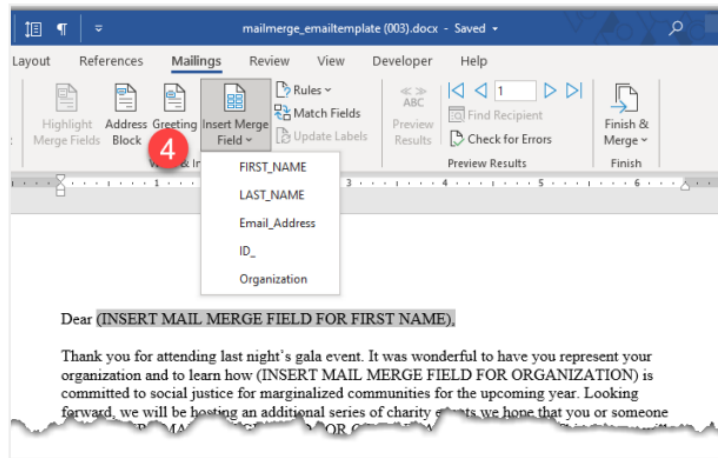


3

Locate the Excel file that houses the database, then choose a worksheet.

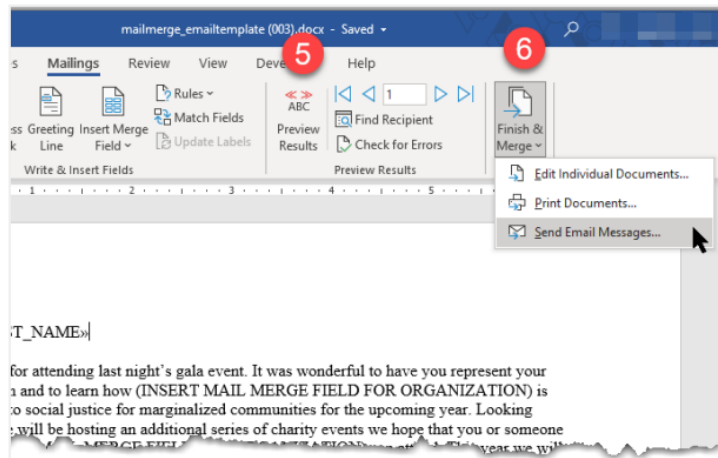
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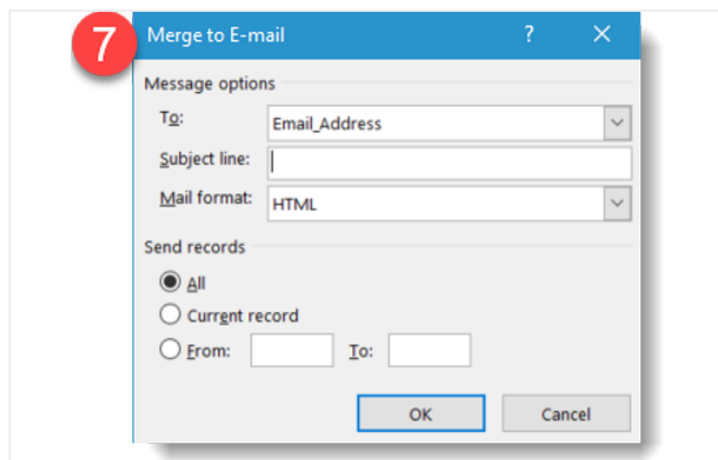
4

From the **Insert Merge Field** option, select the field(s) to insert in the document.



5

You may **Preview Results** or click to **Finish & Merge**. Select **Send Email Messages**.



6

Complete the **Merge to E-mail** dialog box and click OK.