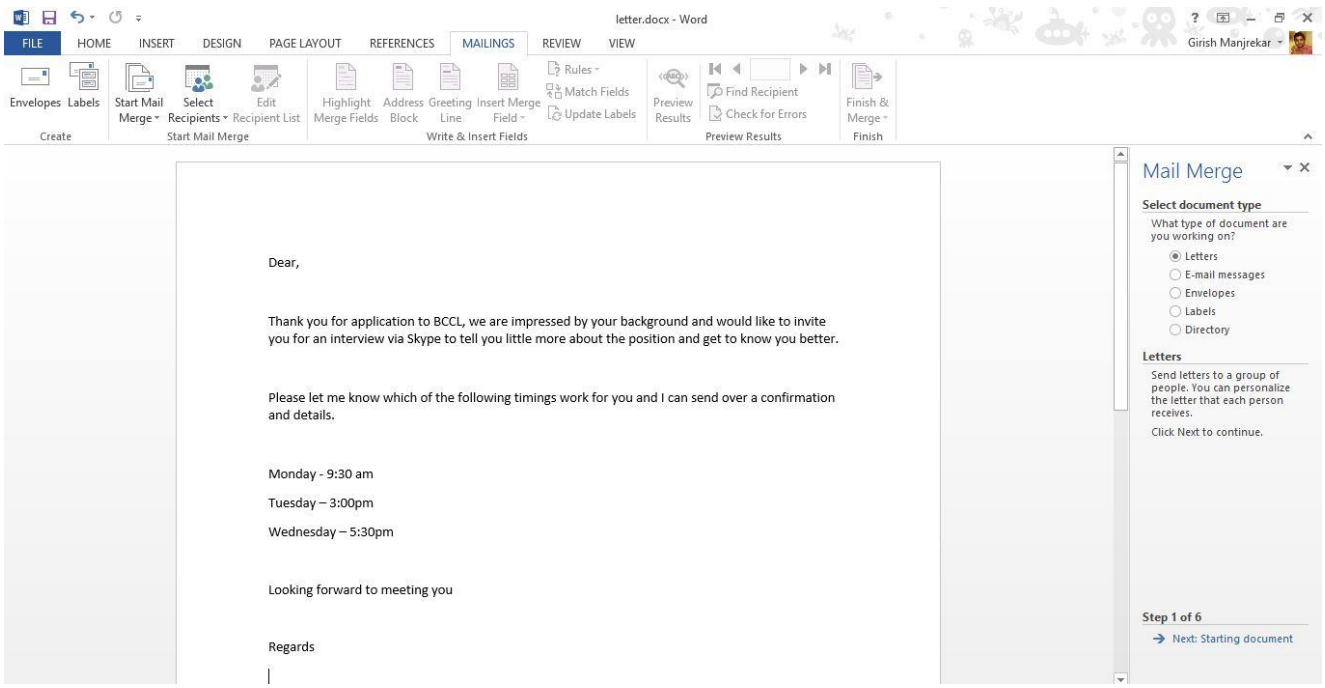
DID YOU KNOW?

HOW to Use the Mail Merge in Ms-Word

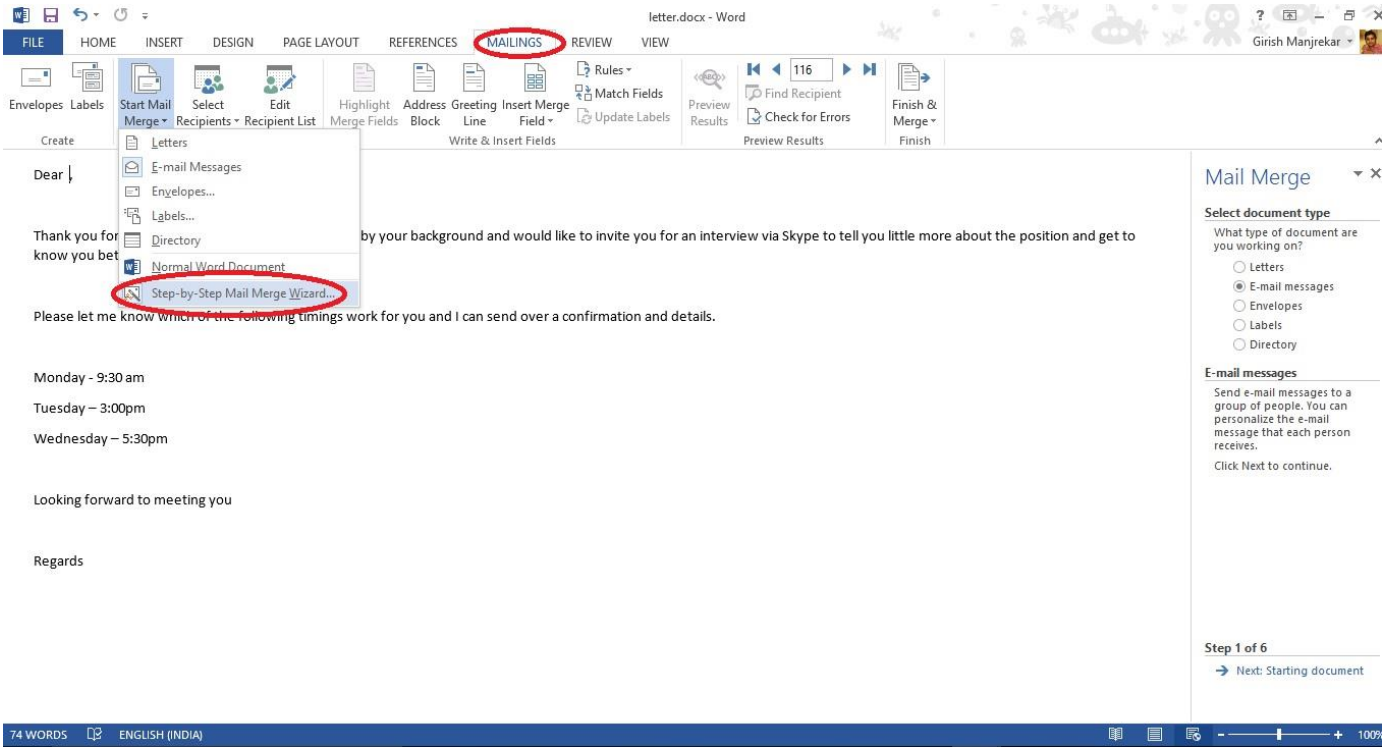
Mail Merge is a powerful tool for writing and sending a personalized letter or e-mail to many different people at the same time. You can also use it to create envelopes or labels with each recipient' information. Mail Merge imports data from another source such as Excel and then uses that data to replace placeholders throughout your message with the relevant information for each individual you are messaging. You can use it to quickly create personalized messages for hundreds of people at once.

Following are the Steps to be followed while performing a Mail merge

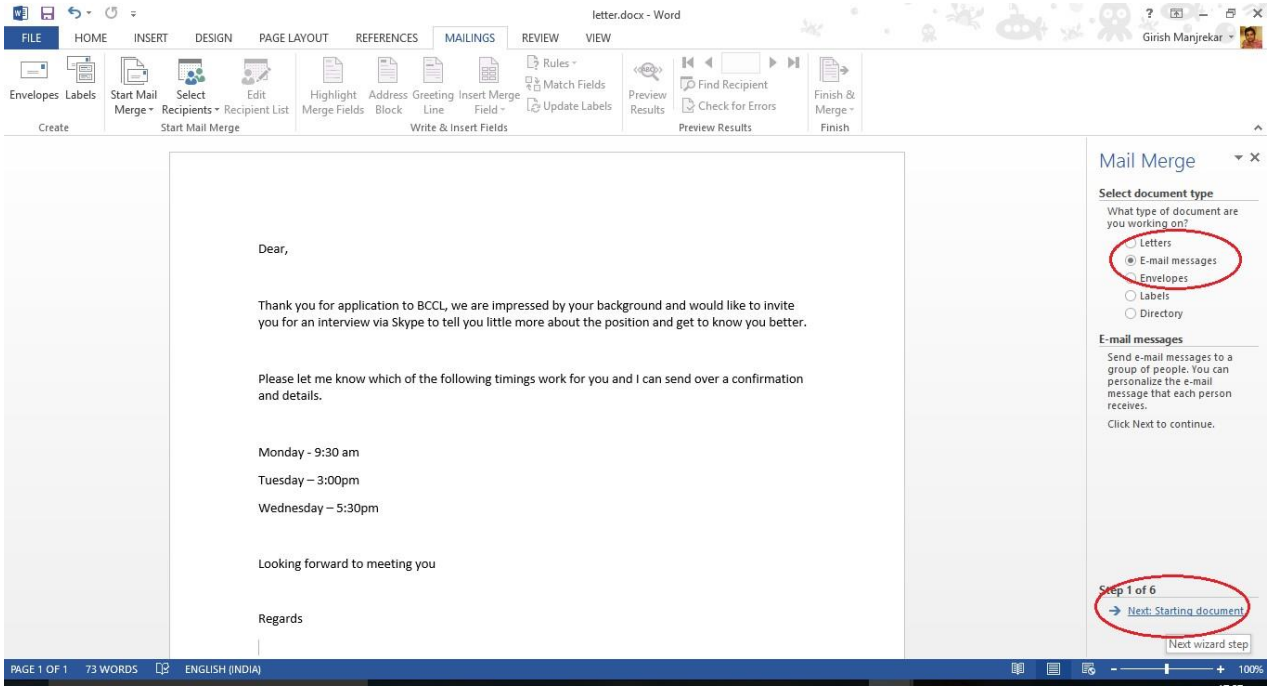
1) Open a Word Document and type the letter you want to mail merge



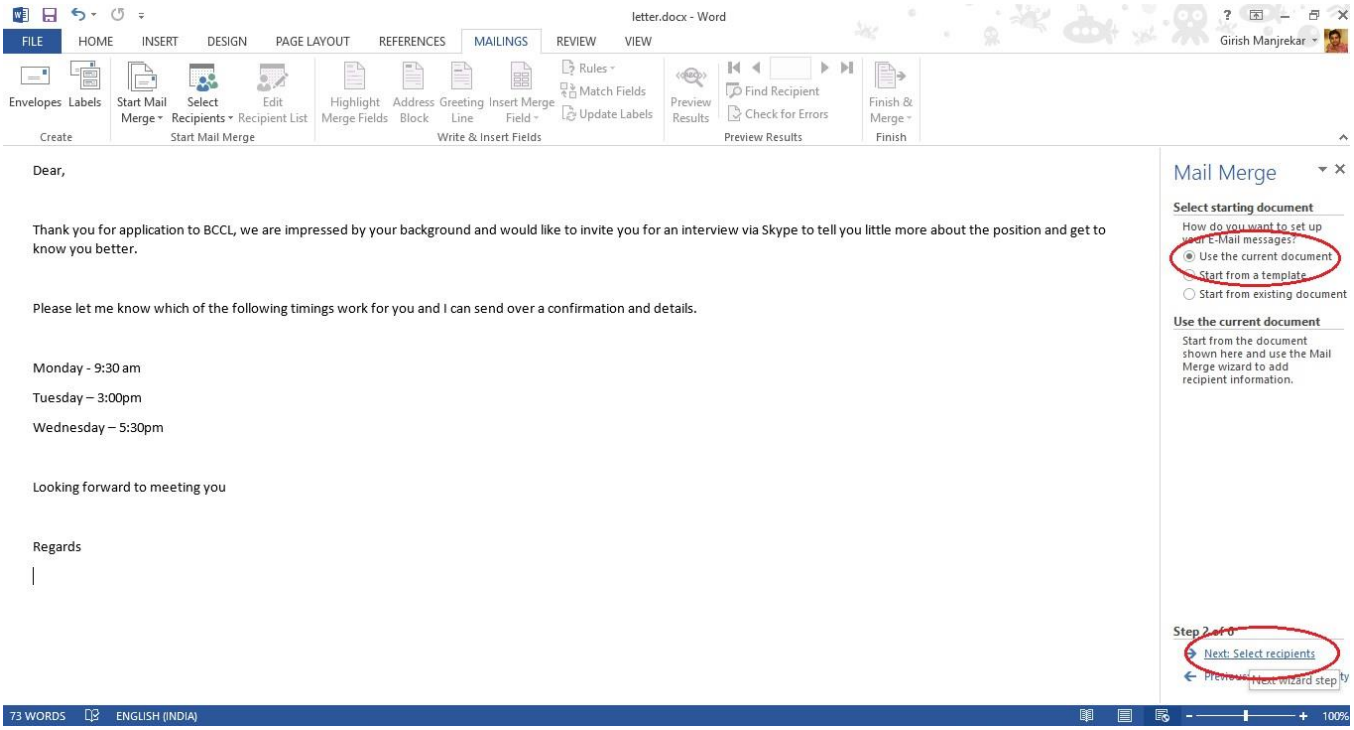
2) Go to Mailings Tab and Click on “Step by step Mail Merge” Wizard



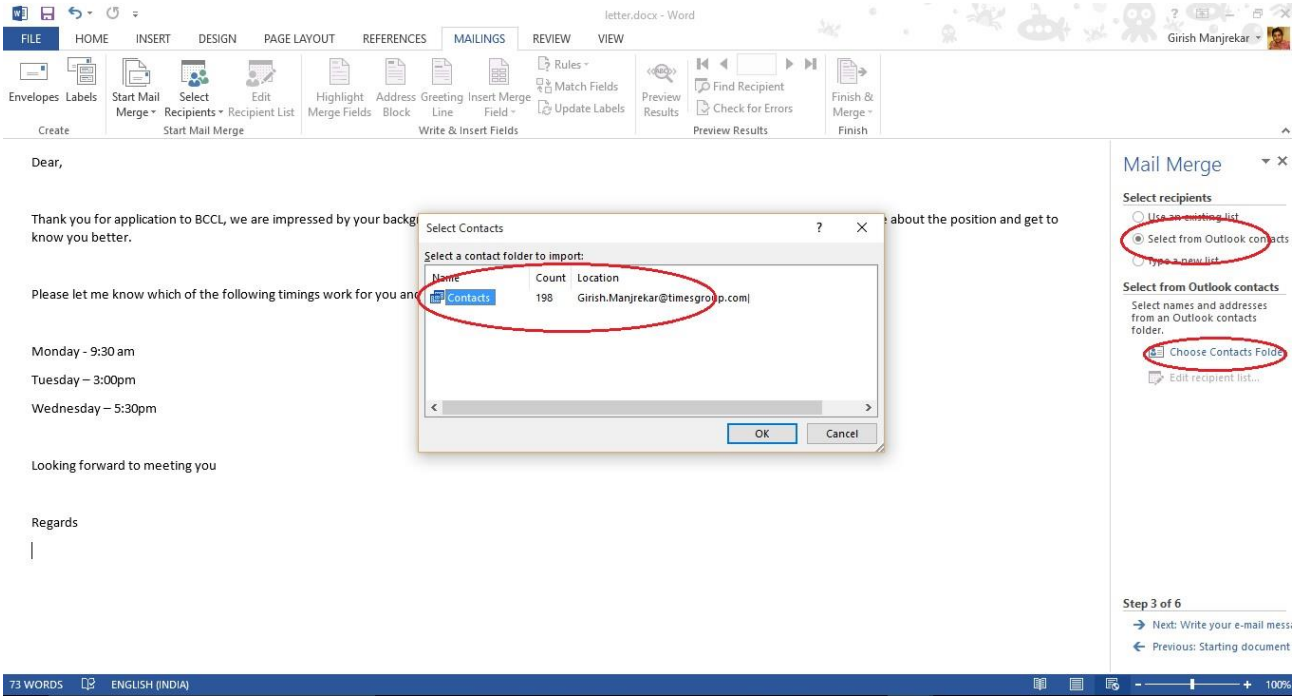
3) Select Document type as per the requirement. (Eg In my case it will be email messages as I will be emailing these letters.) Then select on Next as shown below.



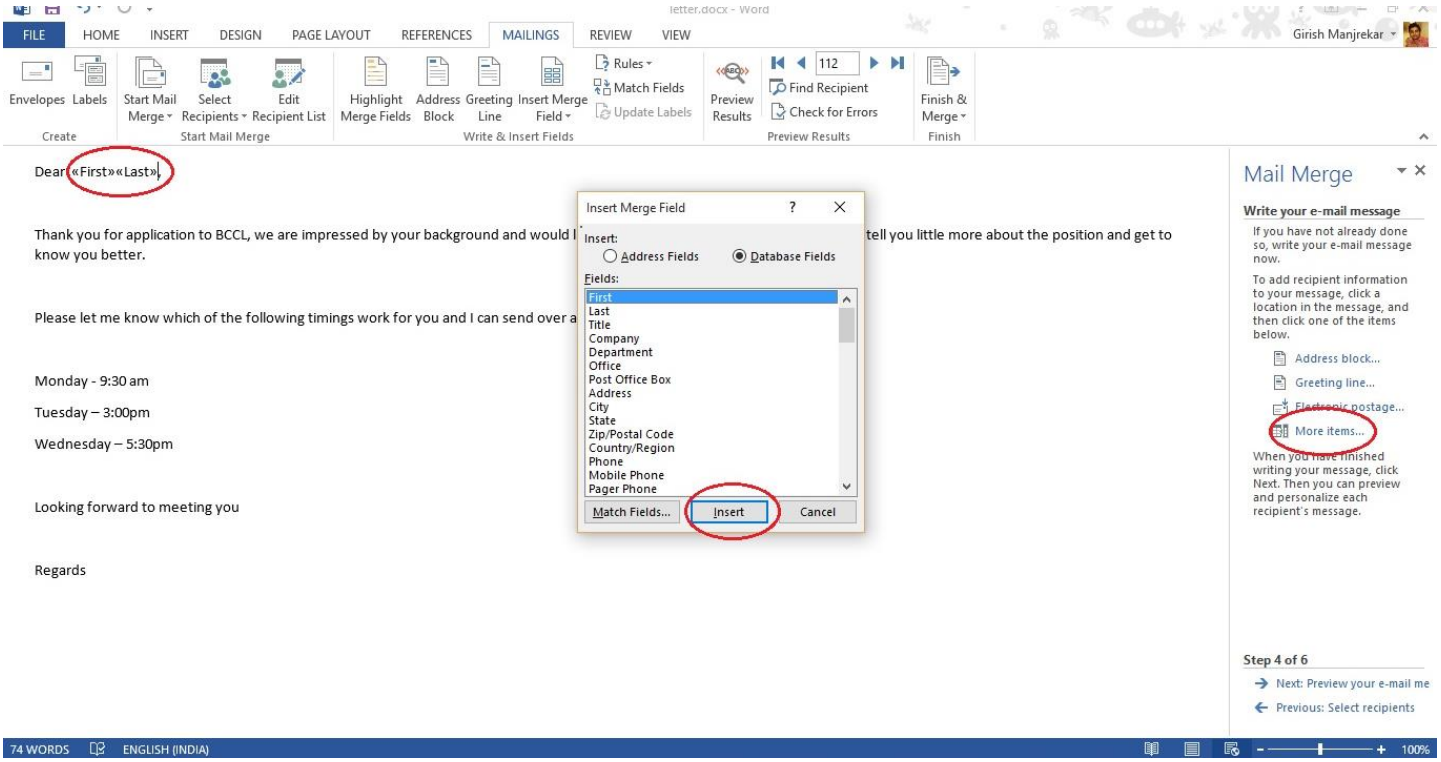
4) Select use the “Current Document” option and click on Next as shown Below



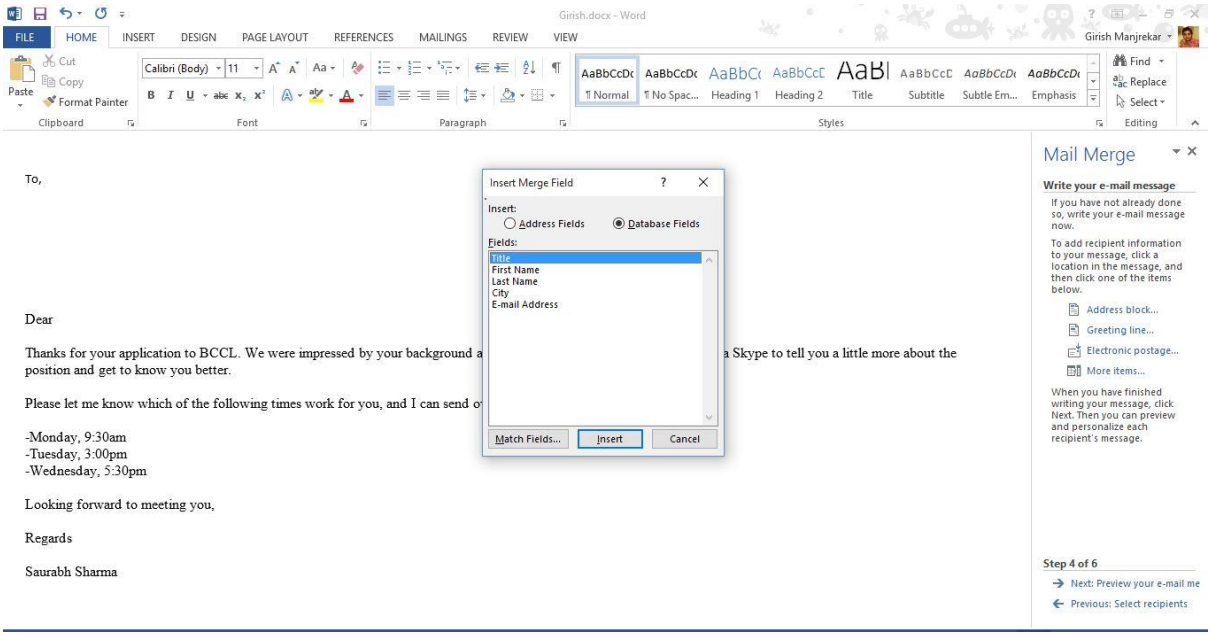
5) Select “Select from outlook contacts” and select the contact folder from your outlook and click next



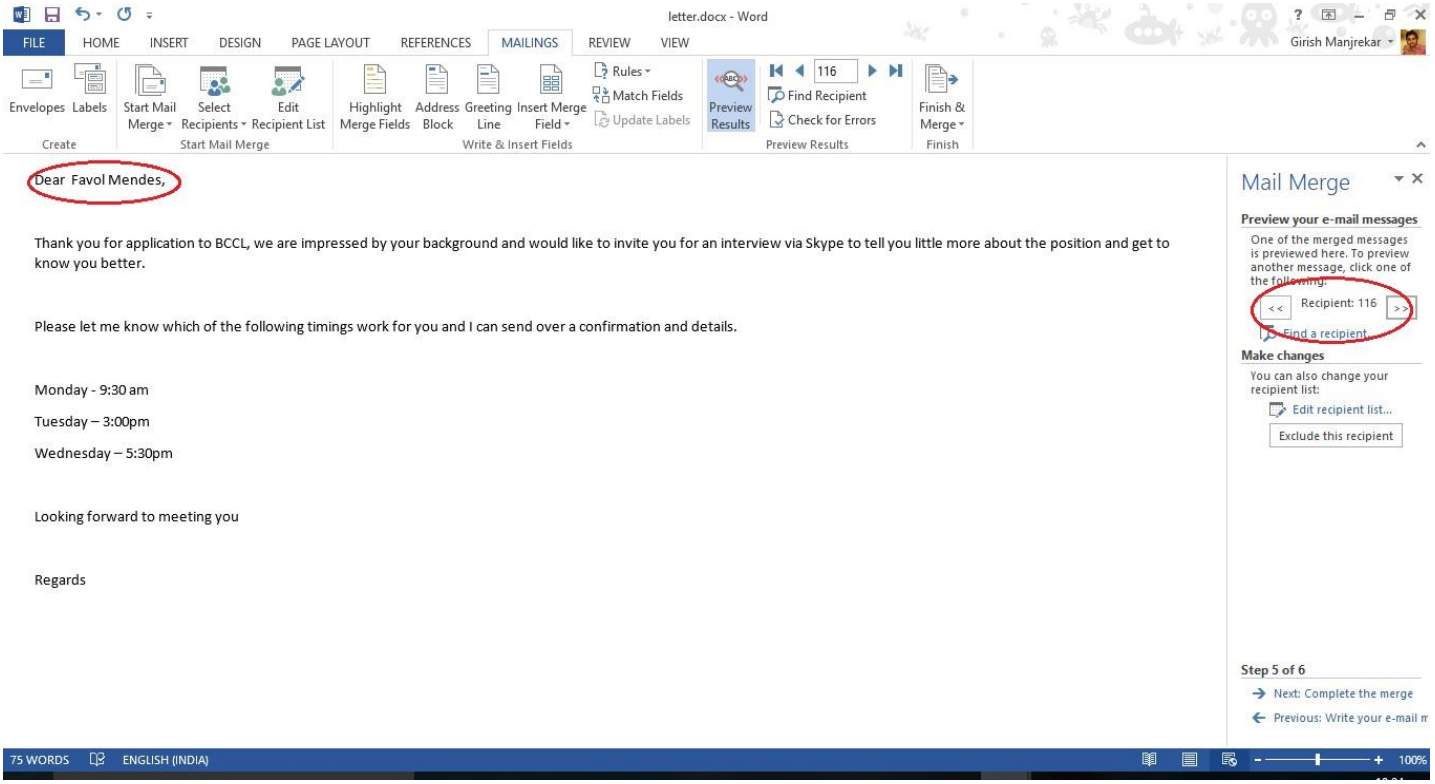
6) Click on more Items and place the fields by selecting the field and click on insert.



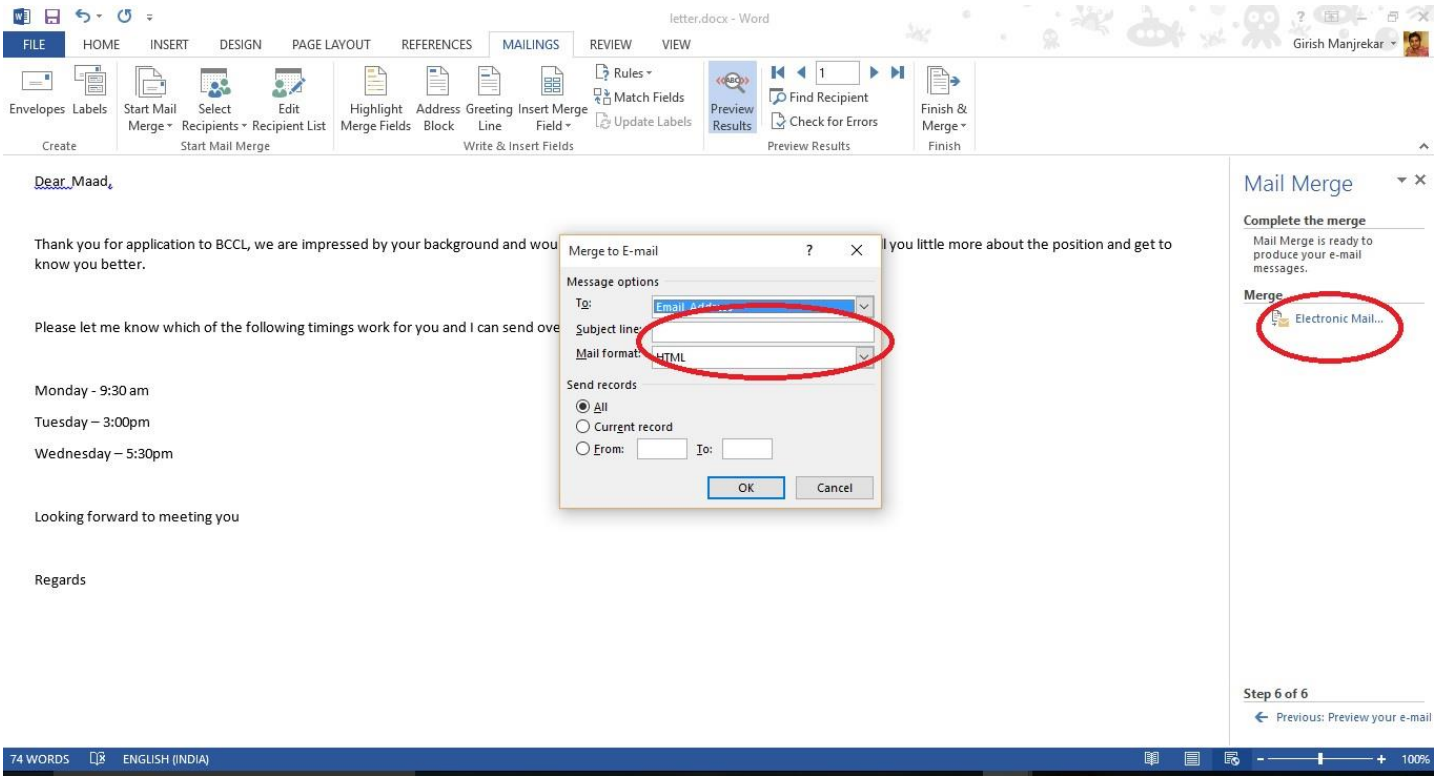
7) Insert the fields as shown below and then click on next



8) Preview the document to be merged and then click on next



9) Click on Electronic Mail as shown below and Insert Subject line for your email.



Thank You