

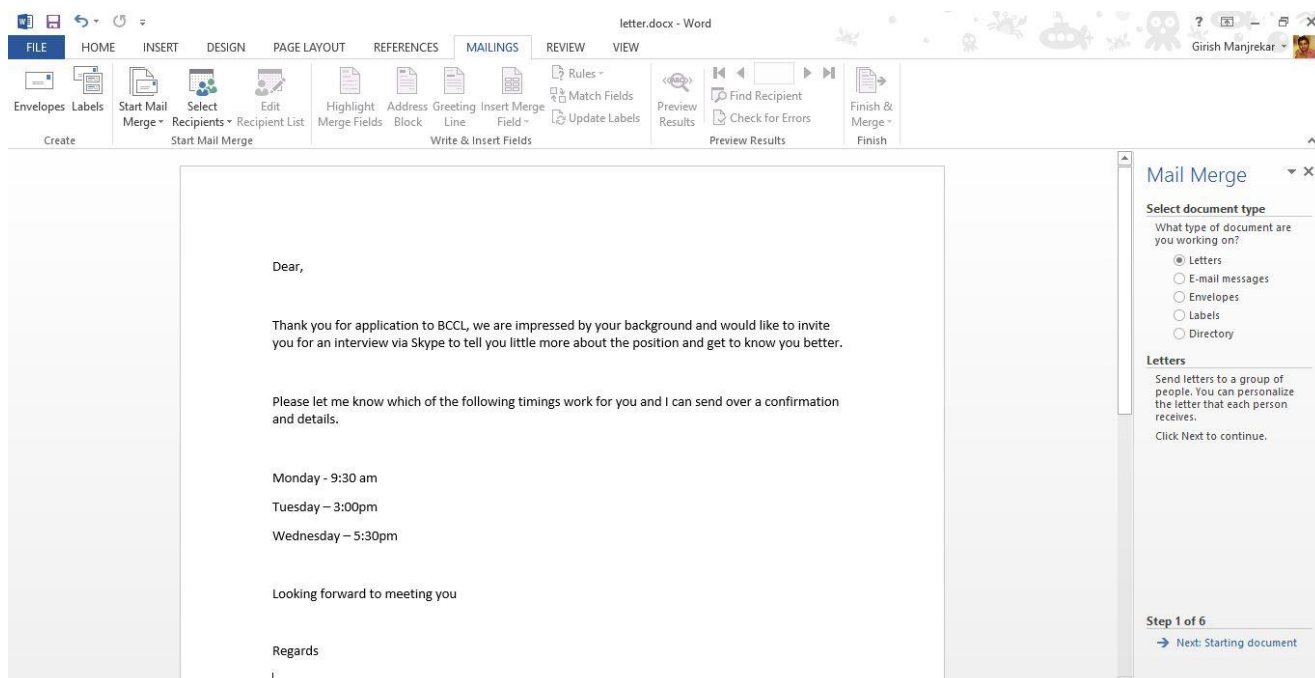
DID YOU KNOW?

HOW to Use the Mail Merge in Ms-Word

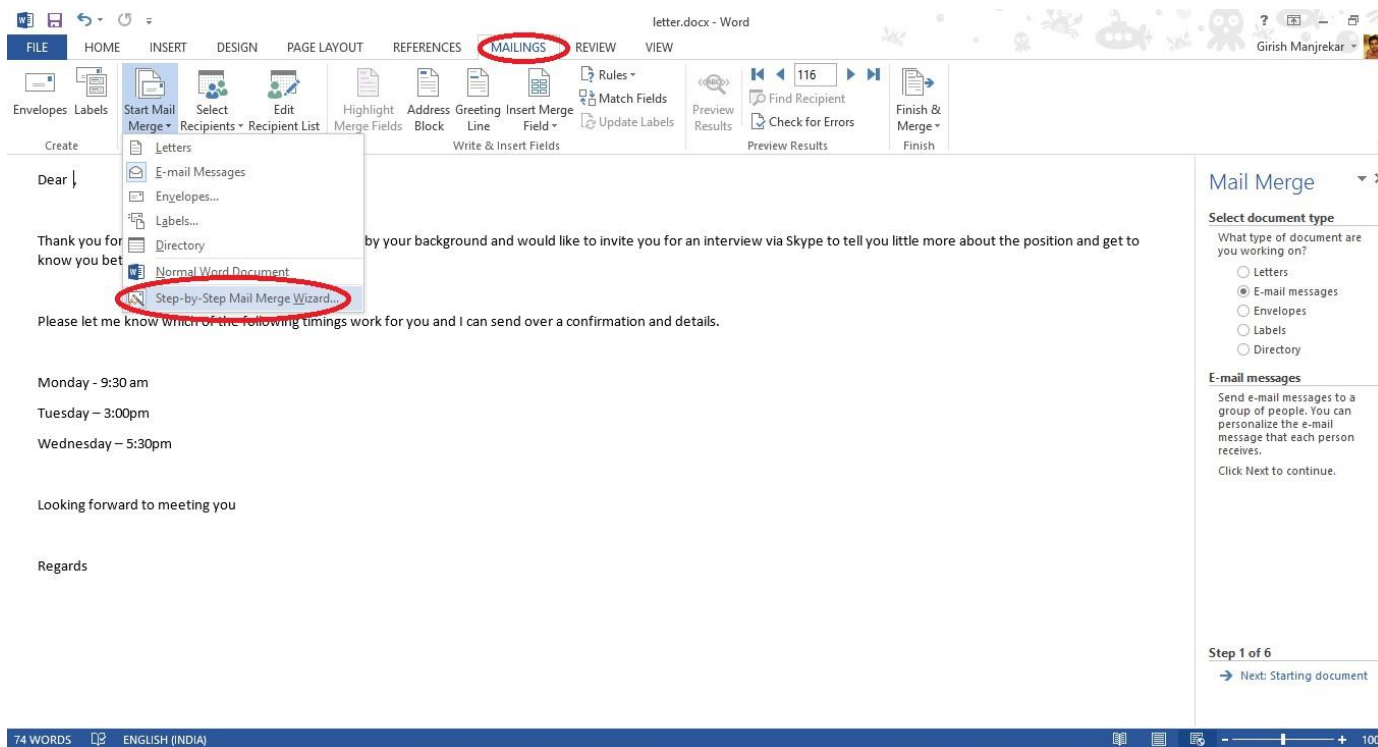
Mail Merge is a powerful tool for writing and sending a personalized letter or e-mail to many different people at the same time. You can also use it to create envelopes or labels with each recipient's information. Mail Merge imports data from another source such as Excel and then uses that data to replace 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

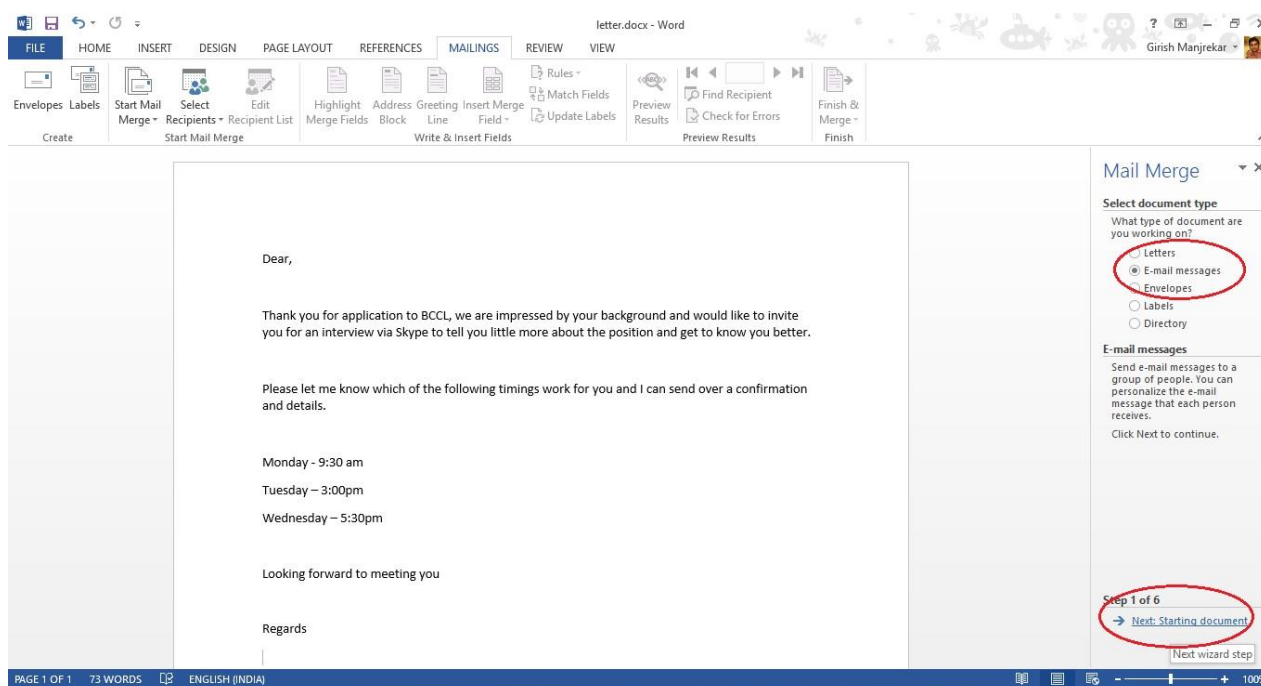
- 1) Open a Word Document and type the letter you want to mail merge



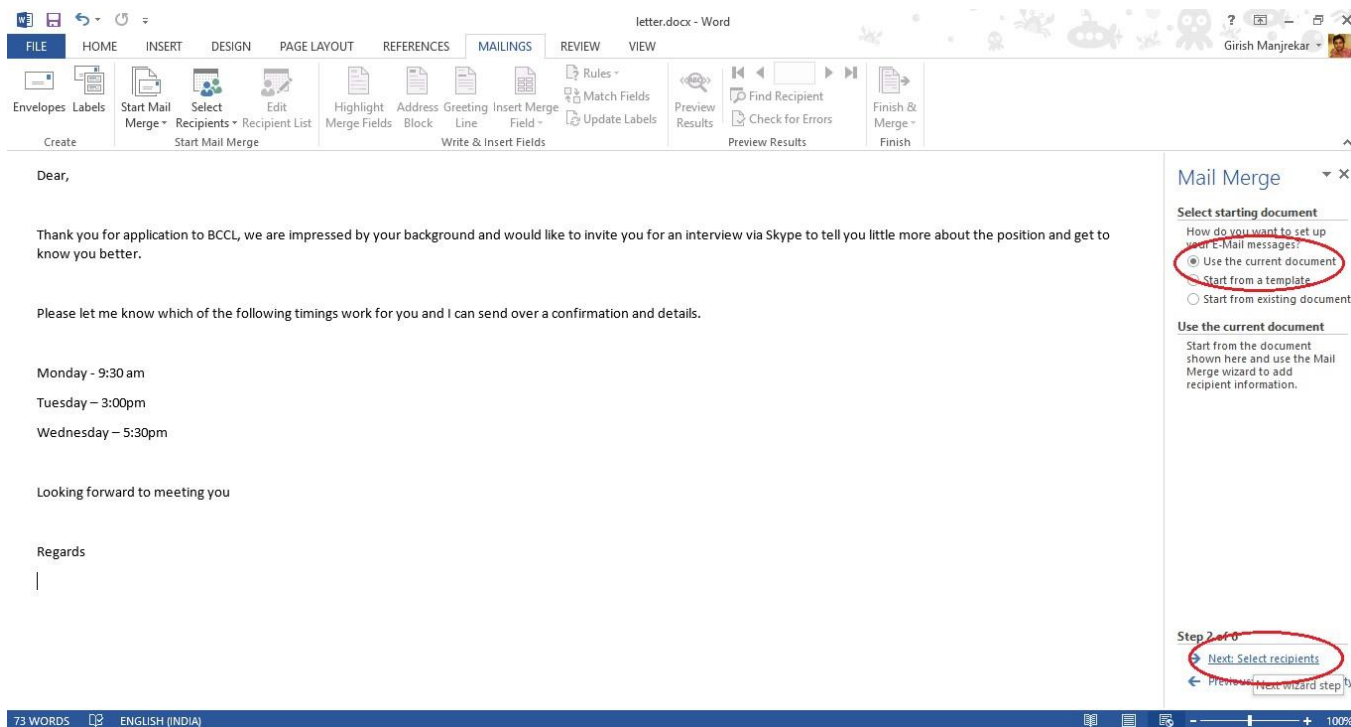
2) Go to Mailings Tab and Click on “Step by step Mail Merge” Wizard



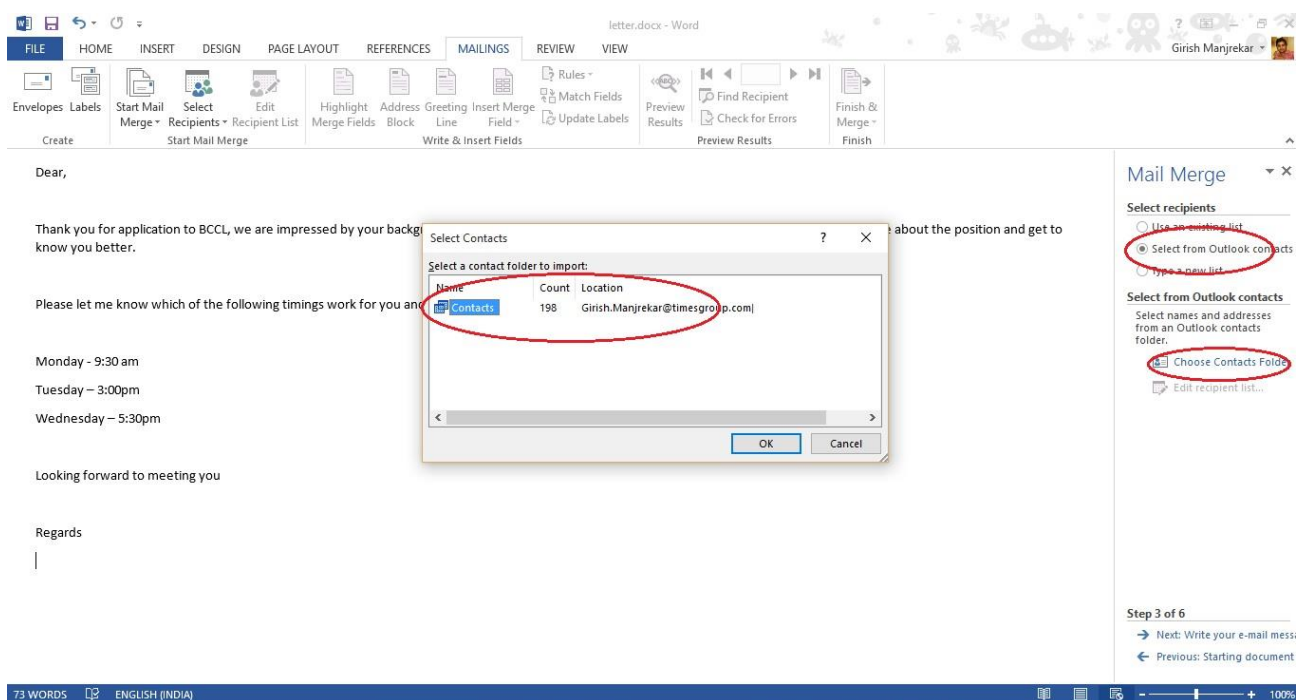
3) Select Document type as per the requirement. (Eg In my case it will be email messages as I will be emailing these letters.) Then select on Next as shown below.



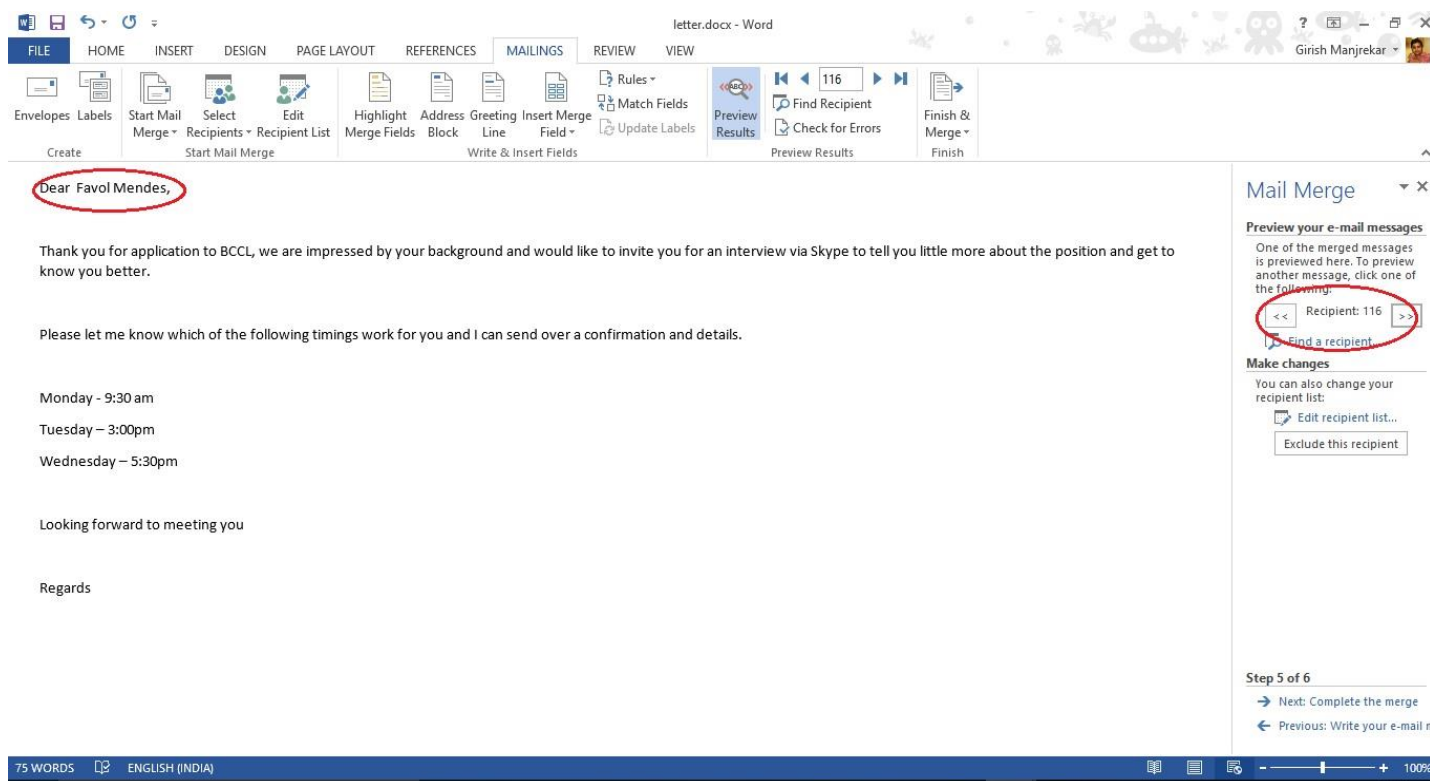
4) Select use the “Current Document” option and click on Next as shown Below



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



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



letter.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW

Envelopes Labels Start Mail Merge Recipients Recipient List Highlight Merge Fields Address Block Greeting Line Insert Merge Field Match Fields Preview Results Find Recipient Check for Errors Finish & Merge Finish

Create Start Mail Merge Write & Insert Fields Preview Results Preview Results Finish

Dear Favol Mendes,

Thank you for application to BCCL, we are impressed by your background and would like to invite you for an interview via Skype to tell you little more about the position and get to know you better.

Please let me know which of the following timings work for you and I can send over a confirmation and details.

Monday - 9:30 am
Tuesday - 3:00pm
Wednesday - 5:30pm

Looking forward to meeting you

Regards

75 WORDS ENGLISH (INDIA)

Mail Merge

Preview your e-mail messages

One of the merged messages is previewed here. To preview another message, click one of the following:

<< Recipient: 116 >>

Make changes

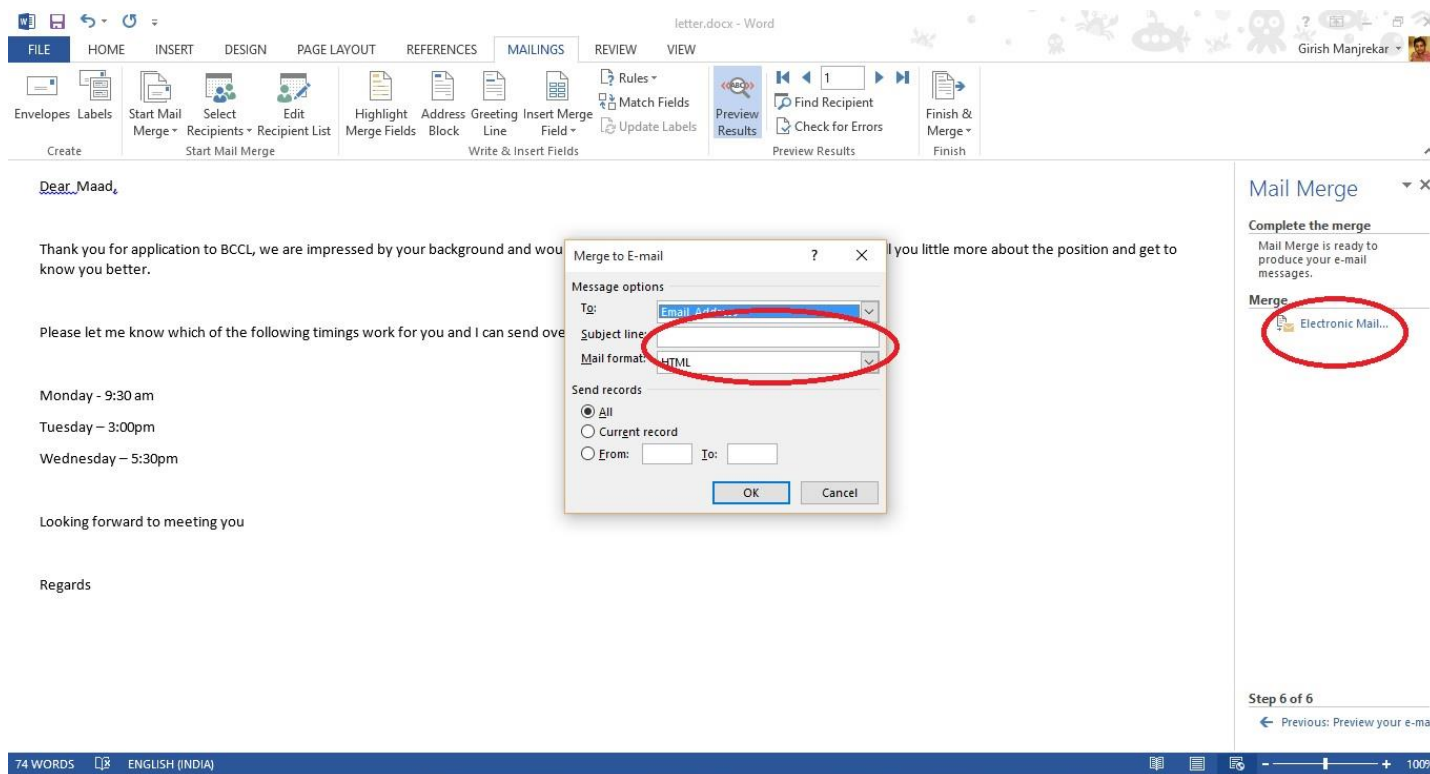
You can also change your recipient list:

Edit recipient list...
Exclude this recipient

Step 5 of 6

Next: Complete the merge
Previous: Write your e-mail

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



letter.docx - Word

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Create Start Mail Merge Write & Insert Fields Preview Results Preview Results Finish

Dear Maad,

Thank you for application to BCCL, we are impressed by your background and would like to invite you for an interview via Skype to tell you little more about the position and get to know you better.

Please let me know which of the following timings work for you and I can send over a confirmation and details.

Monday - 9:30 am
Tuesday - 3:00pm
Wednesday - 5:30pm

Looking forward to meeting you

Regards

74 WORDS ENGLISH (INDIA)

Mail Merge

Complete the merge

Mail Merge is ready to produce your e-mail messages.

Merge

Electronic Mail...

Merge to E-mail

Message options

To: Email Address

Subject line

Mail format: HTML

Send records

All
Current record
From: To:

OK Cancel

Step 6 of 6

Previous: Preview your e-mail

Thank You