**Steps involved during mailing merging :**

1. 1.create a word document that need to be send to one or more people.
2. 2.save the file.
3. Click the milling option on the top tab.
4. Click the “start Mail Merge” option and select “step-by step mail merge wizard’.
5. New dialog box opens and select the document type.
6. Click Next: starting document.
7. Select starting Document (how do you want to setup your letter?).
8. Now select Next i.e. selecting recipients.
9. If we select use existing list then we shell browse the database.
10. If we select type new content, new dialog box pops out and we should enter the data in database.
11. And save the database file in descried location.
12. Check- in the contact to whom document must be send.
13. Select Next: write your letter (before then that, place the cursor on the where you want to type address.)
14. Select Address Block where you can Format the Address Block style.
15. Select Greeting block where you can add the greeting line Style
16. Select Next: Preview Your letter, re-align the position of all Address Blocks, Greeting Line.
17. Click Next: Complete Mail Merge and we can Print.

Lick this we can successfully Complete Mail merge, using the MS access Database and MS word.

We can also access the database (contact list) via MS Access simply Just opening the file where Saved.