

To mail merge from Word, Excel and Outlook, follow these steps:

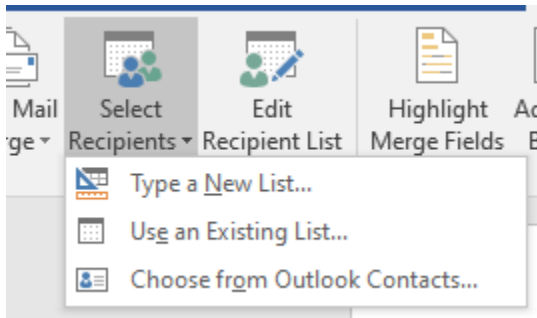
1. In Word, open the document that you want to use for the mail merge.
2. Click the Mailings tab.



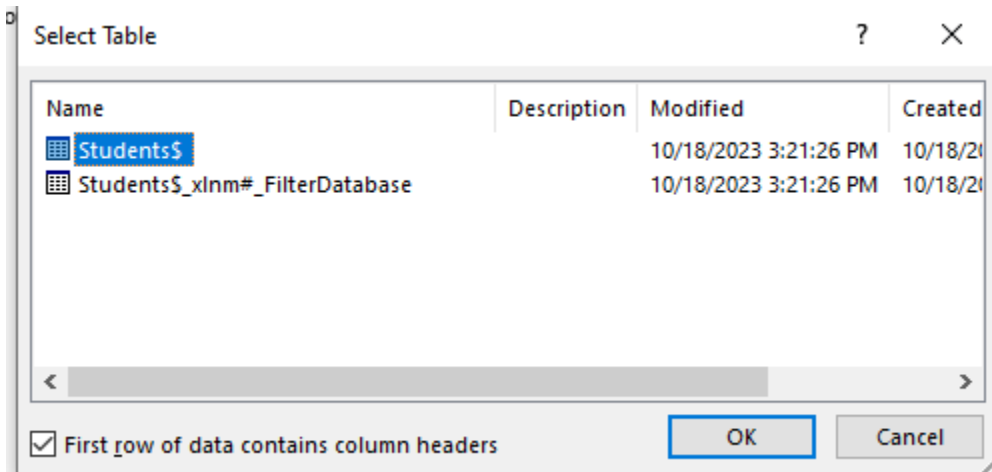
3. In the Mail Merge task pane, select Step 1: Select Recipients.



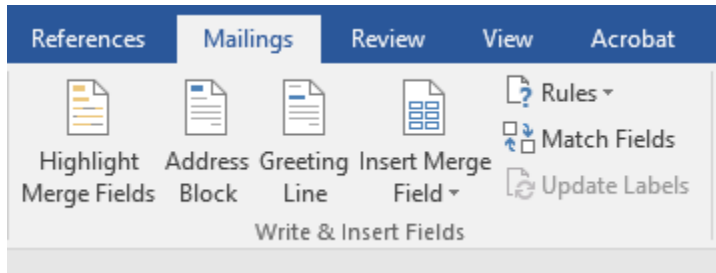
4. Click Use an Existing List.



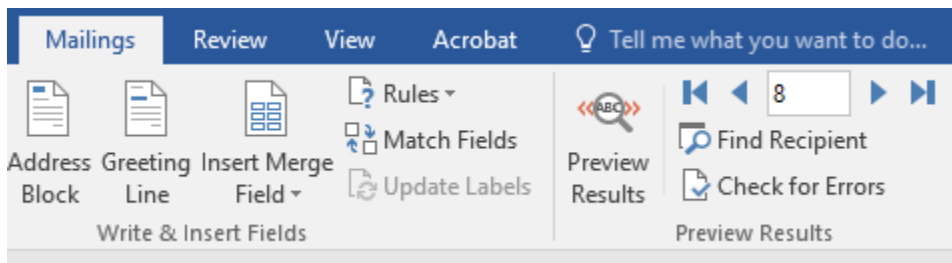
5. In the Select Table dialog box, browse to and select the Excel spreadsheet that contains your mailing list data.
6. Be sure to check the box that states "First row of data contains column headers"



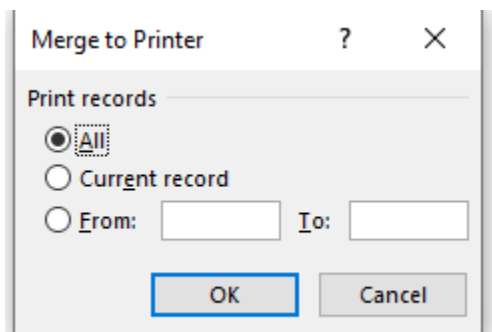
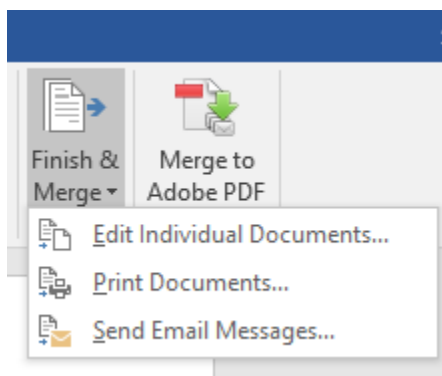
7. Click OK
8. Type the body of your letter.
9. To insert merge fields into your letter, click the Insert Merge Field button in the Write & Insert Fields task pane and select the field that you want to insert.



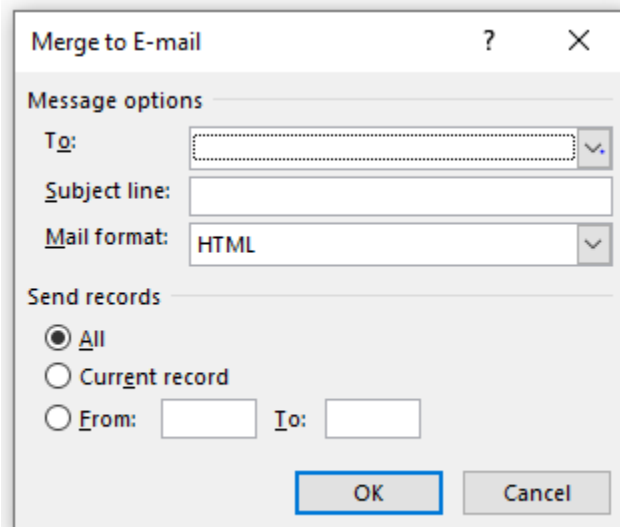
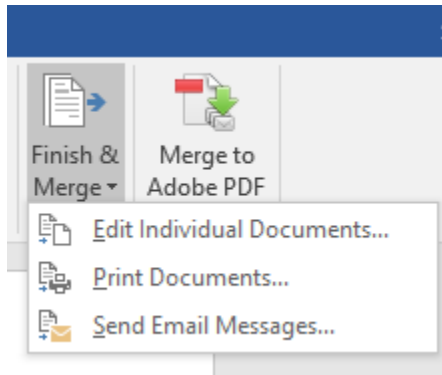
10. Repeat step 9 for each merge field that you want to insert.
11. Click the Preview Results button to see how your merged letters will look.



12. To make any necessary changes to your letters, click the Preview Results button again so it is not highlighted and make your changes.
13. If you are ready to print or email your document...Click Finish & Merge button in the Finish task pane.
14. **For Print:** Click Print Documents...and determine the pages you want to print.



15. **For Email:** Click Send Email Messages... and update the Message options. 1. Use the drop down box for To: and find email addresses, 2. Update your Subject Line, 3. Mail format: HTML, and determine which send records to send. 4. Press OK



16. Double check your Sent folder in Outlook to determine if all message went through.