

## Use mail merge to send personalized e-mail message to your e-mail address list

### NOTES

- You must use the same version of Outlook and Word (example: If you are using Microsoft Office Word 2007, you must also use Microsoft Office Outlook 2007)
- The people you want to send emails to must be saved as a contact in Microsoft Outlook.

### MERGE

- Open Microsoft Word
- Go to “Mailings” Tab
- Click “Start Mail Merge”
- Choose “Step by Step Mail Merge Wizard...”
  - Step 1 of 6
    - Select “E-mail message” as the document type
    - Click “Next: Starting document” at the bottom of the menu bar
  - Step 2 of 6
    - Select “Use the current document” as your starting document
    - Click “Next: Select recipients” at the bottom of the menu bar
  - Step 3 of 6
    - Under Select recipients, choose “Select from Outlook contacts”
    - Under Select from Outlook contacts, choose “Choose Contacts Folder”
    - Select the contact list where you saved the contacts you would like to email. (click OK)
    - Choose the contacts you would like to email.
      - Make sure there is a check mark in front of the people you would like to email. (click OK)
    - Click “Next: Write your e-mail message” at the bottom of the menu bar
  - Step 4 of 6
    - Type the email you would like the recipients to see. Use the choices in the menu bar on the right to personalize email.
      - Example:  
«GreetingLine»  
  
Everything in that you type will be seen by the recipient. The personalization will be from the “GreetingLine”.  
  
Thank You,  
Debbie
  - Click “Next: Preview your e-mail message”
- Step 5 of 6
  - Preview your e-mail messages by using the double arrow to the right or left to scroll through emails.

- Click “Next: Complete the merge”
- Step 6 of 6
  - Click “Electronic Mail...” to send email
    - Fill in Subject Line if you choose (click OK)