Use Word mail merge to create e-mail messages

This following describes how to use the mail merge feature in Microsoft Word 2007/2010 to create form letters. Use this feature when sending the same (basic) message to multiple recipients via e-mail.

Step 1 of 7: Start the Mail Merge

- On the Mailings tab, click Start Mail Merge, and then click Step by Step Mail Merge Wizard.

The Mail Merge task pane appears.

Step 2 of 7: Select document type

1. Under “Select Document Type”, click E-mail Messages.

2. Click Next: Starting Document.
Step 3 of 7: Select starting document

1. Under “Select starting document” choose the appropriate option: **Use the current document**, **Start from a template**, or **Start from existing document**.
   
   *Note: When you click an option, additional information appears about that option.*

2. Click **Next: Select Recipients** to continue.

Step 4 of 7: Select recipients

1. Perform one of the following:

   - If you select **Use an existing list**, click **Browse** to locate and choose your file. Click **Edit recipient list** to modify the address list after it is created.

   ![Mail Merge Select recipients](image)

   - If you choose **Select from Outlook contacts**, click **Choose Contacts Folder**. If Outlook is not open, you will be prompted for your Outlook profile.

   - If you select **Type a new list**, you can create a new address list.

2. Click **Next: Write your e-mail message** to continue.
Step 5 of 7: Write your e-mail message

1. Position the insertion point and insert your merge fields. You can use a combination of items:

   - **Address Block**: Use this item to insert fields that will insert a block of text, such as the name and address.
   - **Greeting Line**: Use this item to choose the format that you want on your greeting line.
   - **Electronic Postage**: Use this item if you have electronic postage software on your computer that is compatible with Word.
   - **More Items**: Use this item to enter any fields that are in your recipient list.

2. Click **Next: Preview your e-mail messages** to continue.

Step 6 of 7: Preview your e-mail message

1. You can preview just one message of your mail merge, or you can preview all of them. You also can click **Edit recipient list** to remove names or add to your recipient list.
2. After you preview your message, click **Next: Complete the merge** to continue.
Step 7 of 7: Complete the merge

1. Click Electronic Mail.

2. When the “Merge to E-mail” dialog box appears, select the field that you want to use for the To line, type the subject in the Subject line, and then select the mail format that you want to use.

3. Click OK to send your messages.

For more information see:
http://academic.cuesta.edu/training/training_materials/Word_2007_Mail_Merge.pdf