

Information Systems Technology

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How to use Mail Merge feature

Mail merge lets you create a batch of documents that are personalized for each recipient. For example, a letter might be personalized to address each recipient by name. A data source, like a list, spreadsheet, or database, is associated with the document. Placeholders called merge fields to tell MS Word wherein the document to include information from the data source.

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Data source: Your first step in setting up a mail merge is to pick the source of data you'll use for the personalized information. Excel spreadsheets and Outlook contact lists are the most common data sources, but any database that you can connect to Word will work. If you don't yet have a data source, you can even type it up in Word, as part of the mail merge process.

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4	А	В		с	D	E	F	G
1	Name	Email		Mobile	Address			
2	ABC	abc@lums.	edu.pk	0300-1000000	xyz			
3	XYZ	xyz@lums.	edu.pk	0321-1000000	xyz			
4	CBF	cbf@lums.	edu.pk	0345-1000000	xyz			
5								







0	E-mail Messages	
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1	Labels	
	Directory	
	Normal Word Document	
52	Step-by-Step Mail Merge Wizard	



Click on Select Recipients, choose Use an Existing List and browse the path of the excel (data source)





If you want to edit source data information (**Recipients list**) then you can change it from excel file (**Data Source**) or can change it directly by clicking on Edit Recipient List

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Envelope	s Labels	Start Mail Merge *	Select Recipients	Edit Recipient List	Highlight Merge Fields	Address Block	Greeting	Insert Merge		ales • atch Fields >date Labels	Preview Results	K B D	I Find Recip Check for	pient Errors	н	Finish & Merge *
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Select **Data Source** and Click **Edit**

Data Source	1	Name	+ Address	👻 Emal		·
Mail Mergeulsx	7	ABC	xyz	abc@lums.edu.pk	0300-1000000	
Mail Mergeudsx	4	XYZ	xyz	xyz@lums.edu.pk	0321-1000000	
Mail Merge.xlsx	-	CBF	xyz	cbf@lums.edu.pk	0345-1000000	
Data Source			Datina raciniant li	c#		
)ata Source Mail Mergeatar			Refine recipient li	11X		
Data Source Mail Mergeulsc			Refine recipient li 21 Sort T Filter	18		
Data Source Mail Mergeatist		•	Refine recipient li 21 Sort T Filter Find duplica	st stes		
Data Source Moil Mergeador			Refine recipient li 21 Sort The Filter Eind duplica D Find recipier	st ates		

After adding new entry/change click **OK**.

-	Name	 Enal •	Mobile	٠	Address	-	
>	ABC	abc@lums.edu	0300-1000000		NYZ.	1	
	XYZ	xyz@lums.edu.pl	0321-1000000		xyz		
	CBF	cbf@lums.edu	0345-1000000		xyz		
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Click on Insert Merge Field and choose from the list filed that needed according to the requirement



Click on Finish & Merge and choose Send Email Messages

File	Home	• Insert	Design	Layout	References	Mail	ings	Review	View	♀ Tell me	Document
Envelopes Creat	Labels	Start Mail Merge *	Select Recipients *	Edit Recipient List	Highlight Merge Fields	Address Block	Greeting Line	Insert Merge Field •		tules • Aatch Fields /pdate Labels	Preview Results
«Nam	e⊷Email	++Mobile+	«Address»					Email Mobil Addre	e ss		

					Documen	t2 - Word	
Layout	References	Mailings	Review 1	<i>liew</i> ♀ Tell me	what you	want to do	
Edit cipient List	Highlight Merge Fields	Address Greeting Block Line Write &	g Insert Merge Field • Insert Fields	Chales - Và Match Fields Ch Update Labels	o@o Preview Results	Find Recipient	Finish & Menge * D Edit Individual Documents D Enit Documents D Send Email Messages



Enter subject line and click OK

Merge to E-ma	il	?	×			
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T <u>o</u> :	Email		~			
Subject line:	Welcome					
Mail format:	HTML					
All Current records	cord					



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