LUMS

Information Systems
Technology

MAIL MERGE

2019

IST TIPS

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.

1 **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.
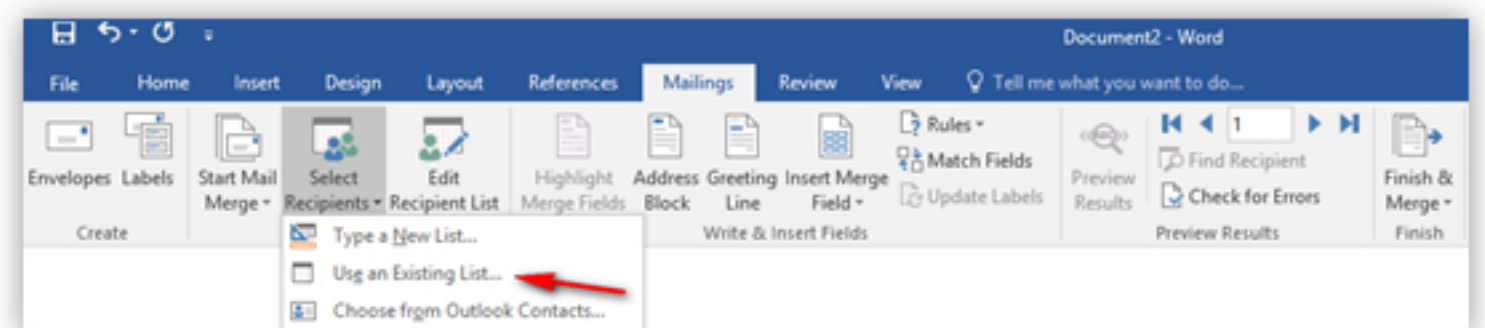

2 Open Microsoft Word >> Click on Mailings >> Start Mail Merge, choose Email Messages and compose your email content
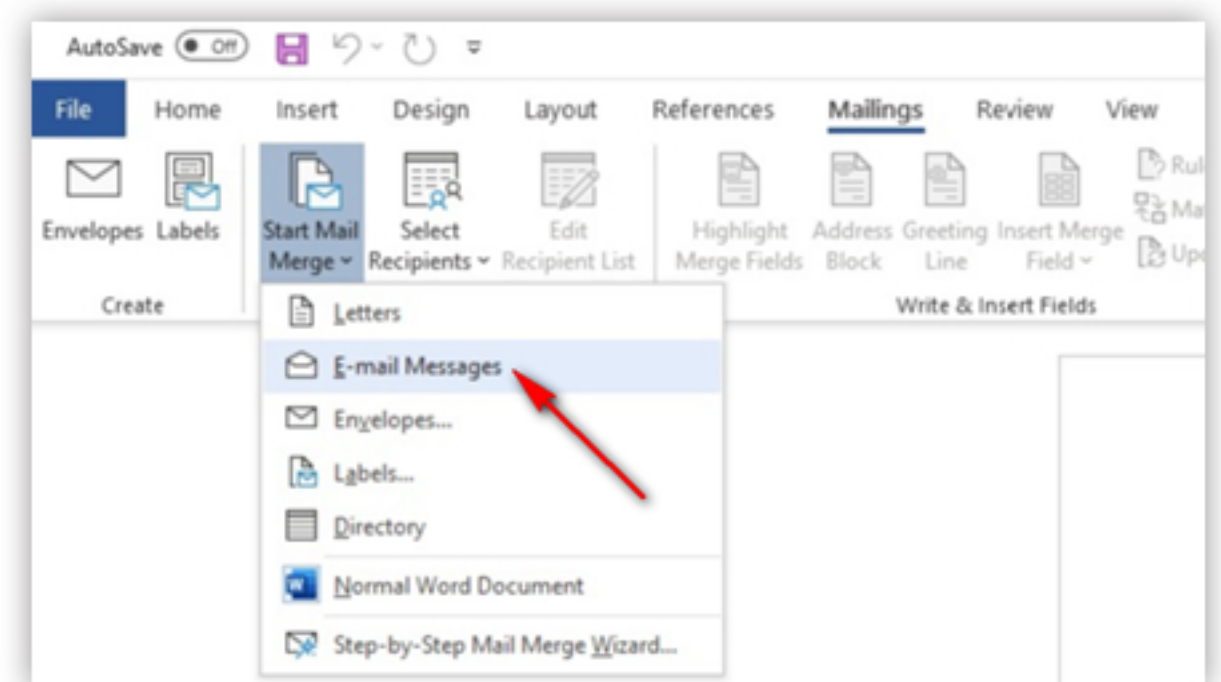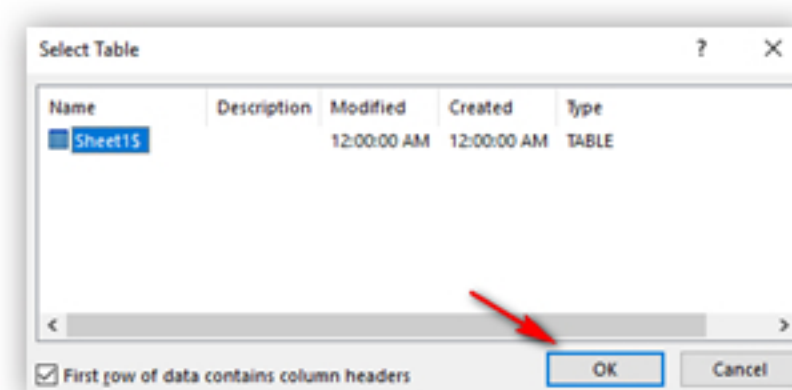

3 Click on Select Recipients, choose Use an Existing List and browse the path of the excel (data source)
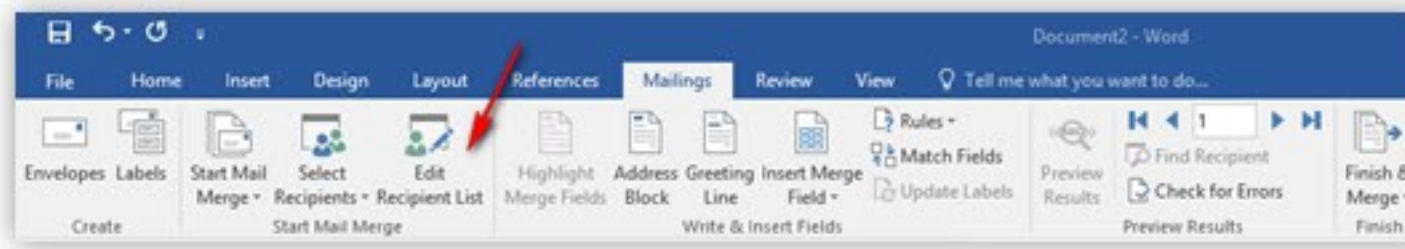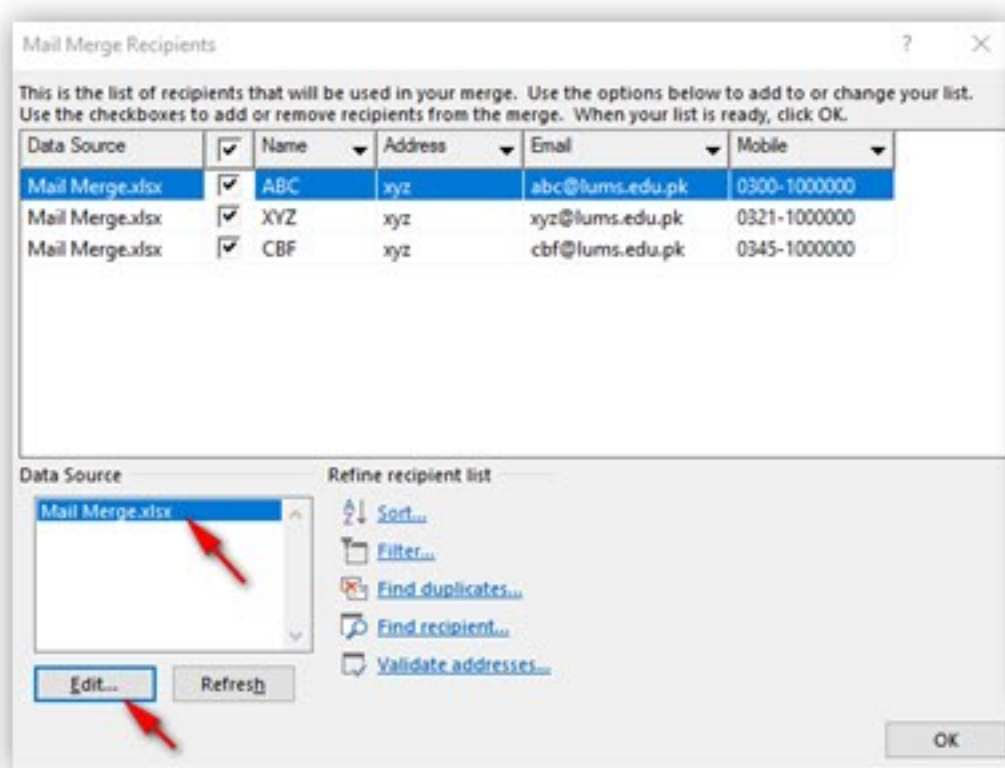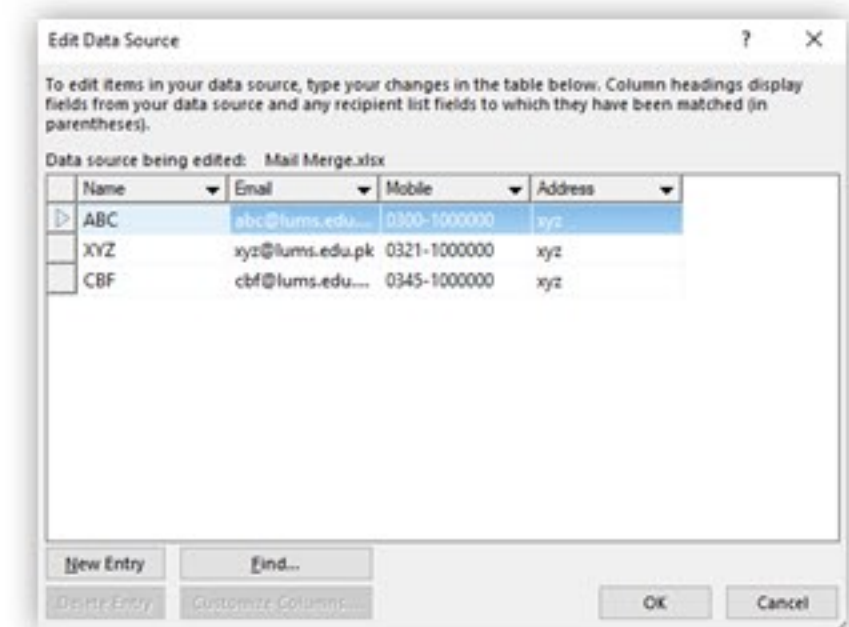

4 Click OK

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
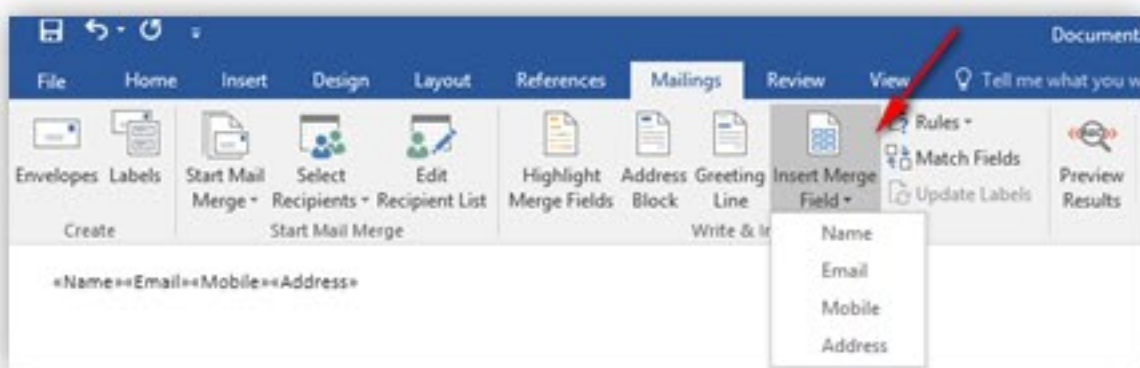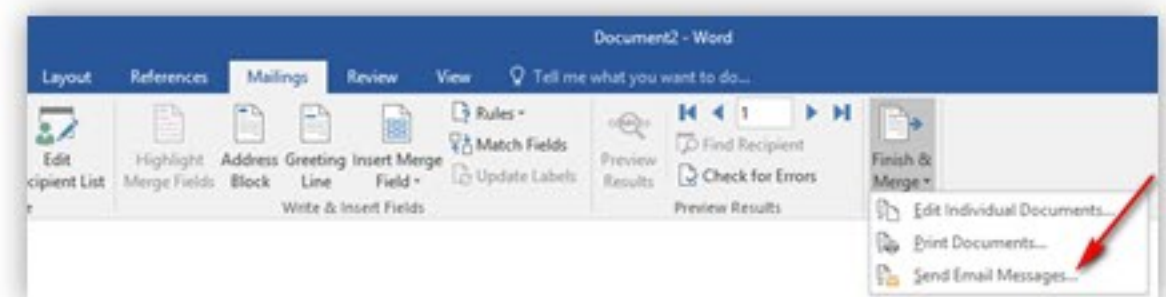
Select **Data Source** and Click **Edit**

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

5 Click on Insert Merge Field and choose from the list filed that needed according to the requirement

6 Click on Finish & Merge and choose Send Email Messages

7 Enter subject line and click OK