

Taming The Technology Tiger

<http://www.TechnologyTiger.com>

How To Create Merged Emails (Mail Merge)

2. Open a Contacts folder and select the contact to receive the email.
3. From the **Tools** menu, select **Mail Merge**.

Mail Merge Contacts

Contacts All contacts in current view Only selected contacts

Fields to merge All contact fields Contact fields in current view

To filter contacts or change the contact fields in the current view, go to the "View" menu and click "Customize Current View" on the "Current View" menu.

Document file New document Existing document: Browse...

Contact data file Permanent file: Browse...

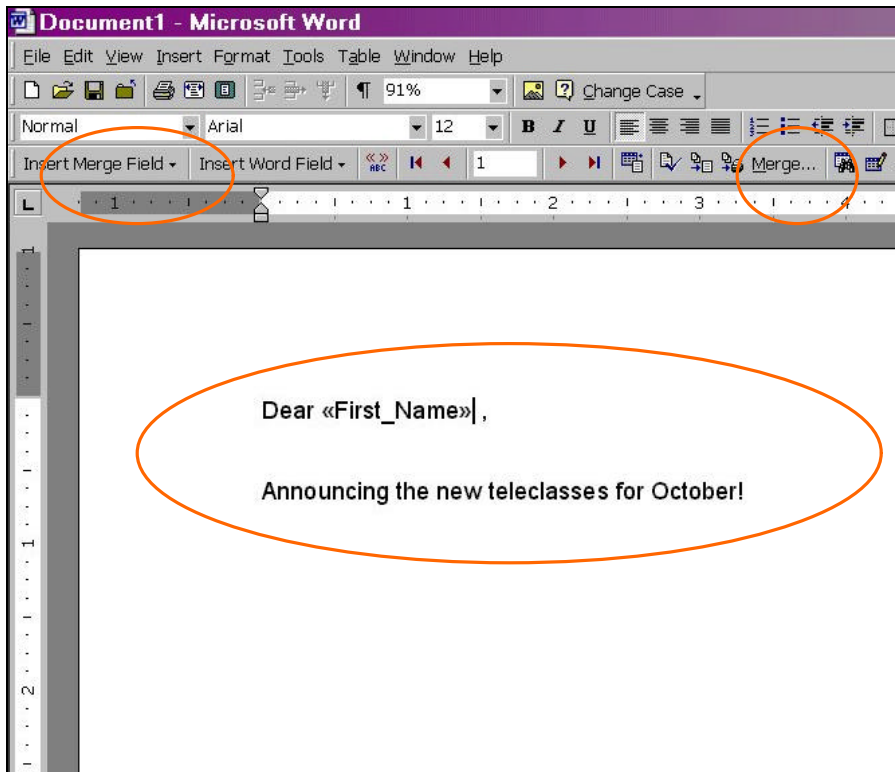
Merge options

Document type: Merge to: Message subject line:

OK Cancel

4. In Mail Merge, select the appropriate contacts.
5. In Merge Options, select **Document Type: Form Letters**, **Merge To: Email**, and type the subject line for the outgoing email.
6. Click **OK**. Microsoft Word will open.

7. Type the text of the email. Insert any mail merge fields to customize the email.



8. Click **Merge** to begin the merging to email. Merged emails will appear in the Outbox in Outlook.