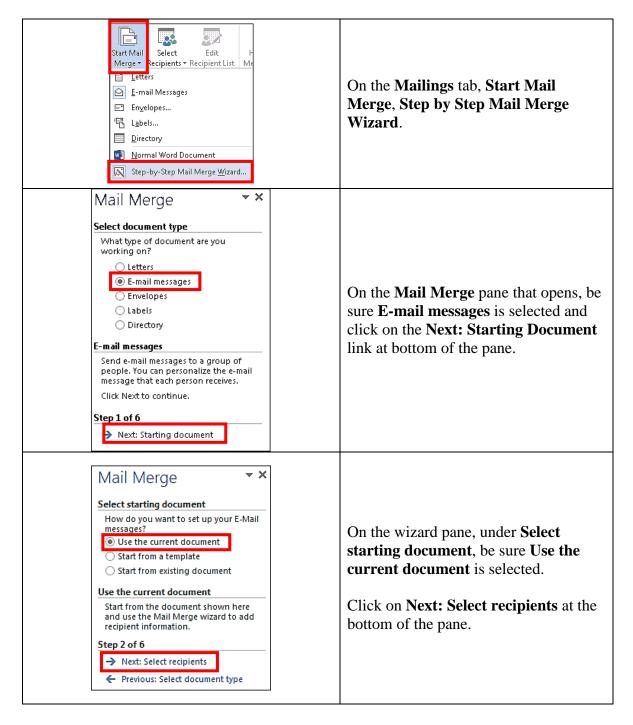
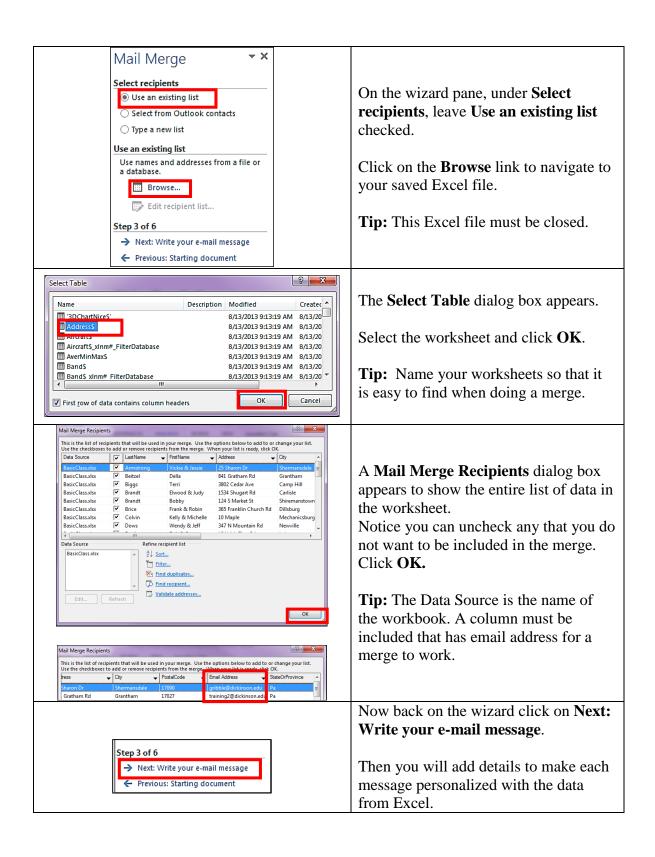
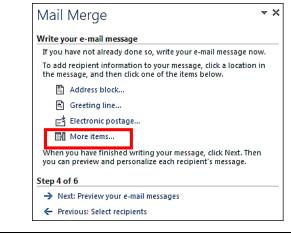
Quick Sheet: E-mail Merge Using Data from Excel & using Mail Merge Wizard

Open or create the letter in Word that will be used & filled in with data pulled from Excel to send by email. Be sure Excel file is saved & closed. **Tips**: In Excel create Row Headings, no blank rows, and name the work sheet. One column needs to have email address for an email merge. Outlook client should be open.



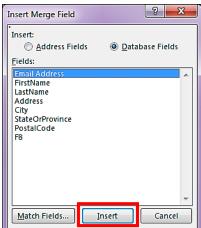




Put your cursor on the document to add each piece of data by click on the **More items**.

Once the piece of data has been **Inserted** you must then **Close** the dialog box.

Tip: The row headings will appear in the list of **Fields** on screen shot below.

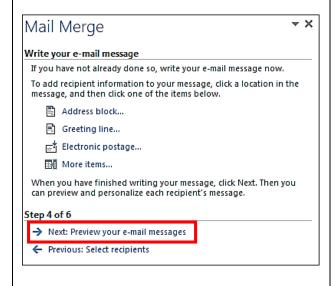


Have your cursor at the place on the document/letter, exactly where you want to data to appear.

Click on **More Items**, click on **Insert**, and then **Close**. Do this each item, each time closing the **Insert Merge Field** dialog box.

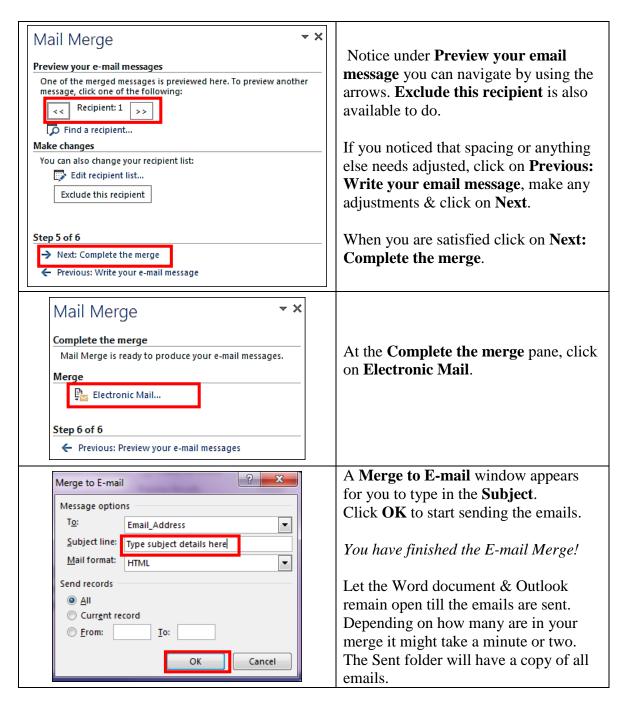
The fields inserts will have two arrows beginning and at the end of the word. Example: <<**FirstName**>> This must be done for each field of

This must be done for each field of data.



Now that you have inserted all the places for the data to appear you are ready to Preview them.

On the wizard pane, click on **Next: Preview your e-mail messages**.



Tip: If you want to do an email merge using a departmental email account the computer should be logged in with that departmental username & password. Then open Outlook to let Outlook populate with the departmental account before starting merge.