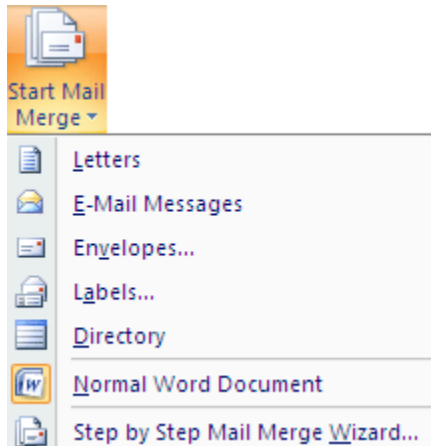


## Using Outlook Contacts for Mail Merge

Using the *Mail Merge* option in Microsoft Word 2007 is an easy way to prepare documents for large mailings. Instead of creating your own list of recipients, Word allows you to use the *Contacts* in your Outlook account.

To create a mail merge using Outlook *Contacts*:

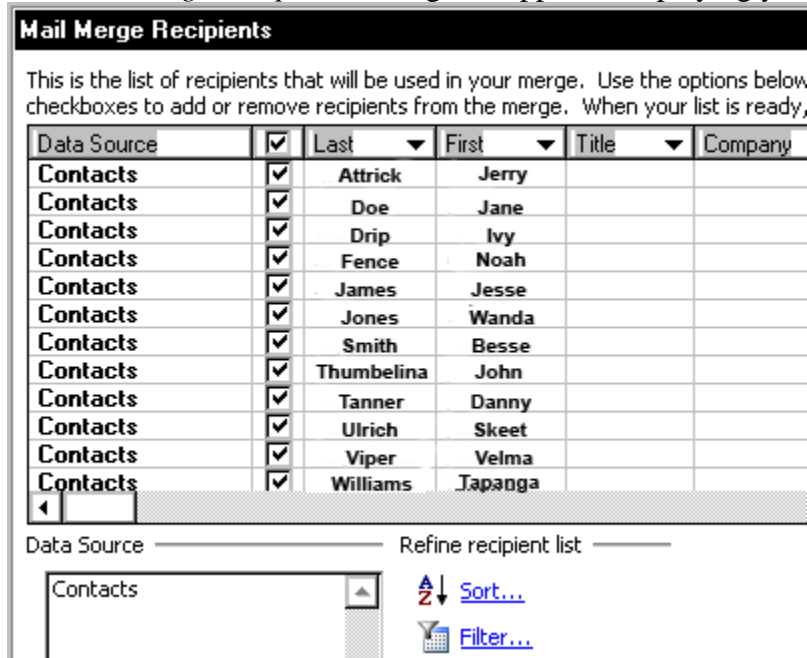
1. Open a blank Word document
2. From the *Ribbon*, select the *Mailings* command tab
3. In the *Start Mail Merge* group, click **START MAIL MERGE** » select the desired document type  
EXAMPLE: Select *Letters*



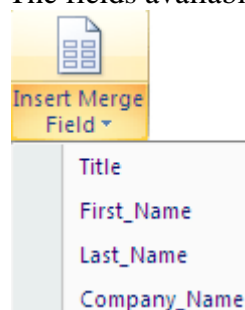
4. In the *Start Mail Merge* group, click **SELECT RECIPIENTS** » select *Select from Outlook Contacts...*  
The *Select Contacts* dialog box appears.

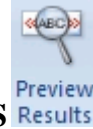
5. Click **OK**

The *Mail Merge Recipients* dialog box appears, displaying your Outlook *Contacts*.

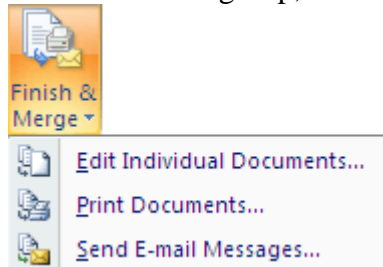


6. Select the contacts you would like to add to your recipients list  
NOTE: A recipient is selected if a checkmark appears before their name.
  7. Click **OK**  
NOTE: To edit the recipient information, refer to Working with the Recipients List.
  8. In your document, type the message, leaving space for information to be added in the mail merge
  9. To insert merge fields
    - a. Position the insertion point where you want to insert the variable information within your document
    - b. In the *Write & Insert Fields* group, click **INSERT MERGE FIELD** » select the desired field
- NOTES:  
Be sure to click the text of the **INSERT MERGE FIELD** button below the picture to access the drop-down list.  
The fields available to you will be the column headers of your *Contacts*.

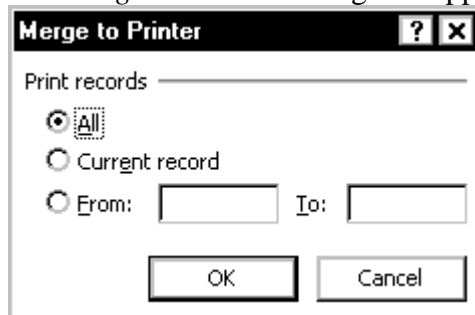




10. When finished, in the *Preview Results* group, click **PREVIEW RESULTS**  
A preview of your first recipient's letter appears.  
NOTE: For more information on editing the recipient information, refer to Working with the Recipients List.
11. OPTIONAL: To preview your document with other recipients' information, in the *Preview Results* group, click the arrows
12. To print the document
  - a. From the *Finish* group, click **FINISH & MERGE** » select *Print Documents...*



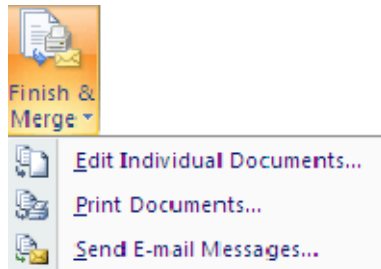
The *Merge to Printer* dialog box appears.



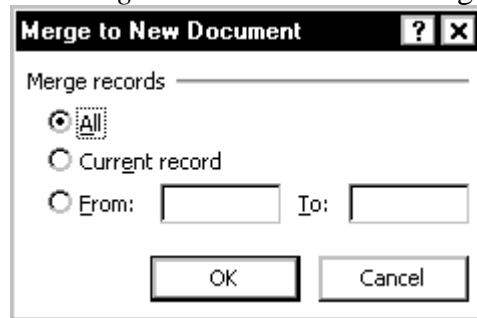
- b. To print documents for all of your selected records, select *All*  
To print a document for only the record displayed, select *Current record*  
To print documents for only certain records, type a range in the text boxes
    - c. Click **OK**  
The *Print* dialog box appears.
    - d. Make any necessary adjustments  
NOTE: Refer to Printing Options for Specific Pages for more information.
    - e. Click **OK**

To make changes to the documents

- f. From the *Finish* group, click **FINISH & MERGE** » select *Edit Individual Documents...*



The *Merge to New Document* dialog box appears.



- g. To edit the documents for all of your selected records, select *All*  
To edit the document for only the record displayed, select *Current record*  
To edit the documents for only certain records, type a range in the text boxes
- h. Click **OK**
- i. Make the appropriate changes in the new document that appears
- j. Save the document

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