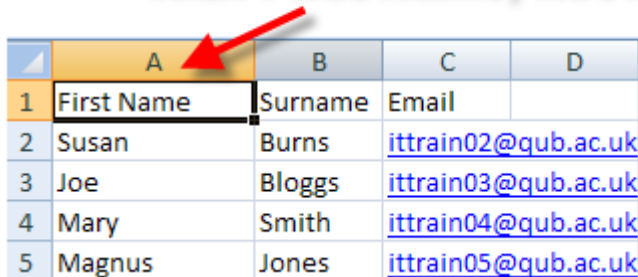


How to do an E-Mail merge (the classic steps)

1. Set up an Excel spreadsheet with a similar layout to the one shown below:

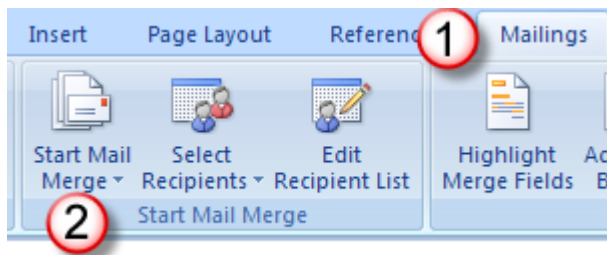
N.B. First Name, not Forename



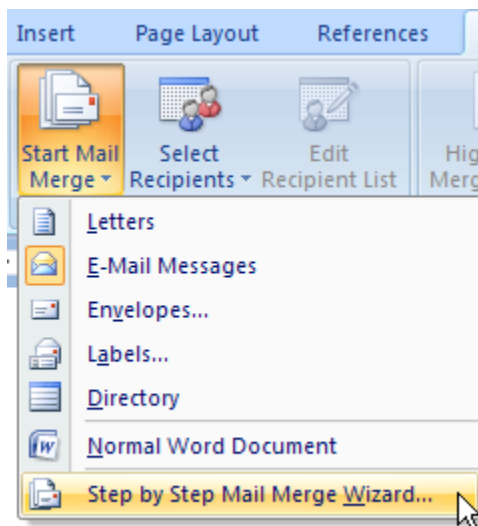
	A	B	C	D
1	First Name	Surname	Email	
2	Susan	Burns	ittrain02@qub.ac.uk	
3	Joe	Bloggs	ittrain03@qub.ac.uk	
4	Mary	Smith	ittrain04@qub.ac.uk	
5	Magnus	Jones	ittrain05@qub.ac.uk	

Note: you must close this spreadsheet before starting the merge.

2. Open Word. Click on the Mailings Tab (1) then click **Start Mail Merge** (2).



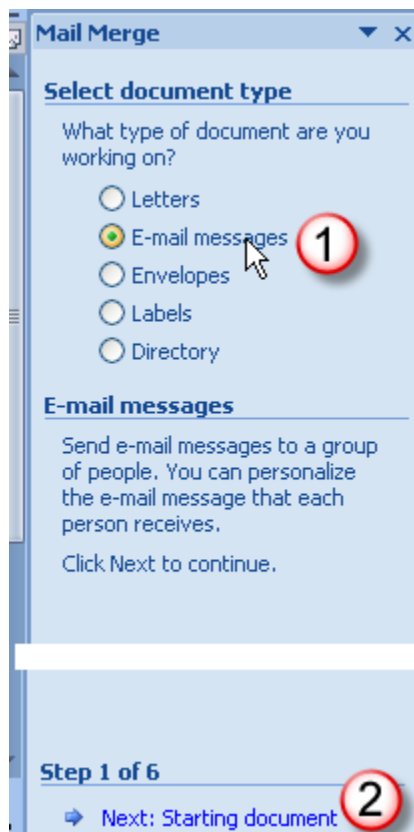
3. Click **Step by Step Mail Merge Wizard**.



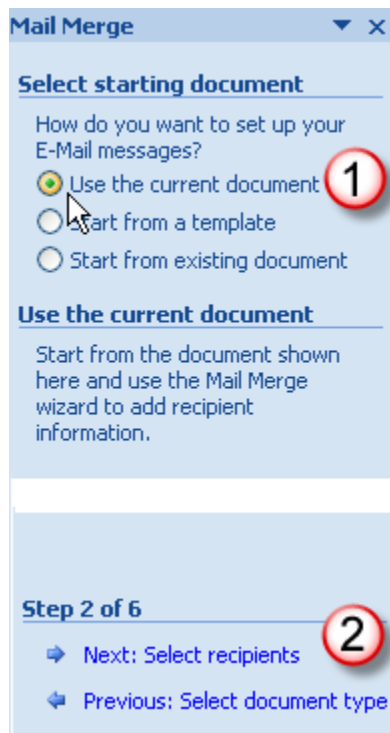
This displays the **Mail Merge** panel.

Office 2007: How to do an E-Mail merge (the classic steps)

4. Click **E-mail messages** (1). Then **Next: Starting document** (2).

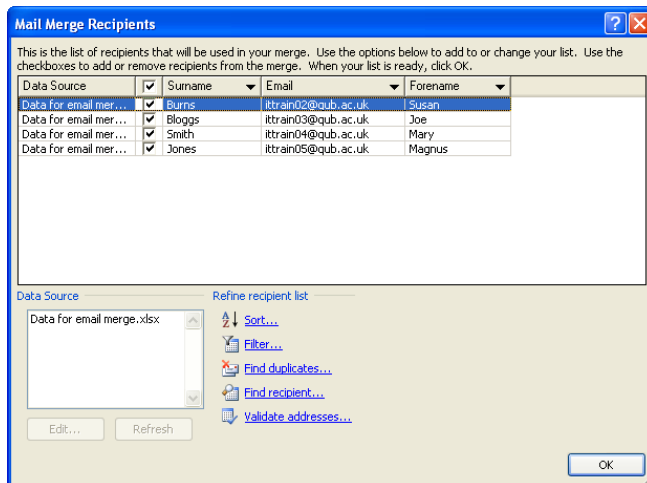


5. Click **Use the current document** (1). Then **Next: Select recipients** (2).

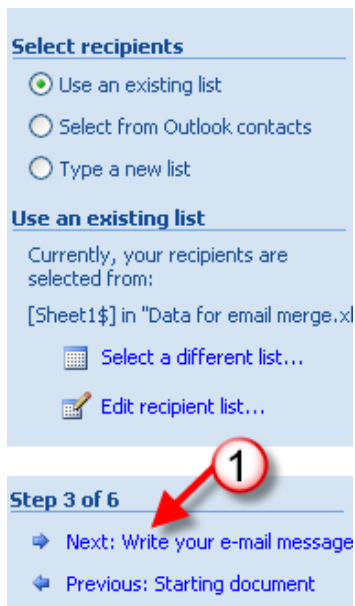


Office 2007: How to do an E-Mail merge (the classic steps)

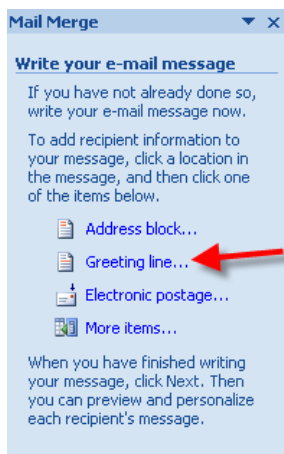
7. This displays the Mail Merge Recipients dialogue box. Click **OK**.



8. Click **Next: Write your e-mail message (1)**.

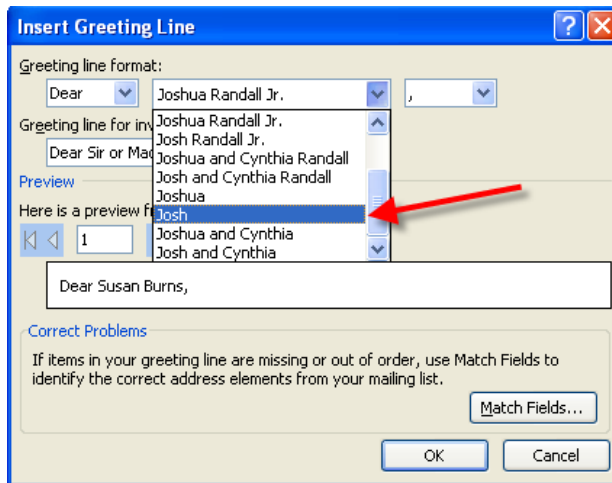


9. Click **Greeting line**.



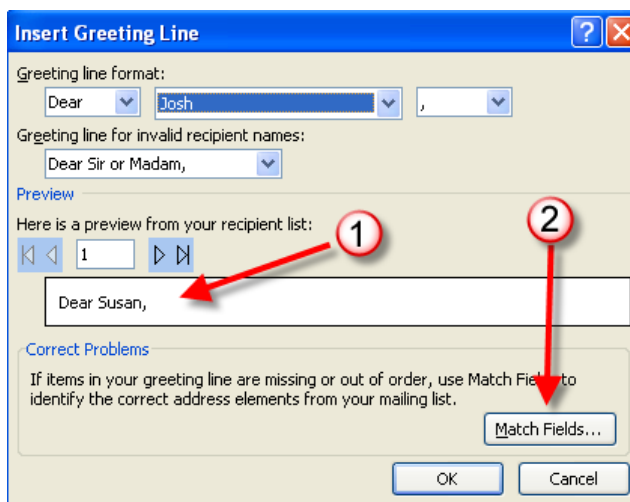
Office 2007: How to do an E-Mail merge (the classic steps)

This displays the **Insert Greeting Line** dialogue box. In the drop down list choose the format of the salutation:



The result is previewed below (1).

Note: If the column headings in the spreadsheet do not match the fields used by the **Mail Merge** then you may need to click **Match Fields** (2) and align the names.



Click **OK**. Now type your message



«GreetingLine»

The next Outlook course will take place on Wed 3 December, from 9.30 to 12.30 in Riddel Hall.

Please confirm your attendance by return.

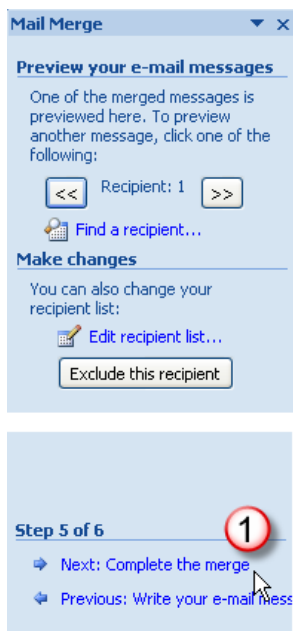
Yours sincerely

Administrator

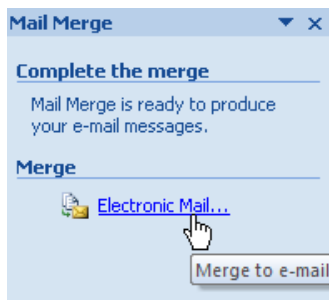
IT Training Unit team|

Office 2007: How to do an E-Mail merge (the classic steps)

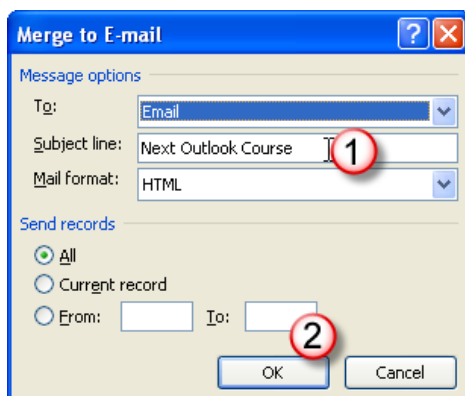
10. You can preview your messages and exclude recipients. Click **Next: Complete the Merge** (1).



11. Then click **Electronic Mail**.



This displays the **Merge to E-mail** dialogue box. Type a **Subject line** for the message (1) and click **OK** (2).



Office 2007: How to do an E-Mail merge (the classic steps)

There is no visible sign of success! To convince yourself experiment by testing on colleagues.

Search Inbox

Arrange by: Date ▾ Newest on top ▾

Today

Patrick Brannigan 15:32 ▾
Next Outlook Course

Last Week

Patrick Brannigan Fri 31/10 ▾
RE: Accounts for Outlook course

Tug2 Wed 29/10 ▾
FW: Welcome to the Secretarial Skills course - Part 4

Tug2 Wed 29/10 ▾
FW: Auto Complete = ALT+K

Three Weeks Ago

Tug1 17/10/2008 ▾
Another test message

Patrick Brannigan 17/10/2008 ▾

Next Outlook Course

Patrick Brannigan

Sent: 06 November 2008 15:32
To: ittrain02

Dear Susan,

The next Outlook course will take place on Wed 3 December, from 9.30 to 12.30 in Riddel Hall.

Please confirm you attendance by return.

Yours sincerely

Administrator

IT Training Unit team