Mail merge using Word 2010

Need to email a large amount of people with the same message? Microsoft Office’s “Mail Merge” will allow you to do this and add a little personalization to each email with little to no extra effort. The following are the steps needed to take advantage of this great utility.

Notes: Make sure you have the e-mail recipients saved on an Excel spreadsheet. Add yourself to the spreadsheet so that you can be sure the message sent.

1. Open a new word document
2. Go to “Mailing” tab in Word
3. Select “Start Mail Merge”
4. Choose “Step by Step Mail Merge Wizard” process
5. Select “E-mail messages” option (in right side panel)
6. Click “Next: Starting document” (bottom of the right side panel)
7. Select “Use current document”
8. Click “Next: Select recipients”
9. Select “Use an existing list” and “Browse…”
10. Find the Excel spreadsheet with the recipients in it and click “Open”
11. A list of the mail merge recipients will appear, make sure only e-mails you want are selected. Then click “Ok”
12. Click “Next: Write your e-mail message”
13. At this point you can add an address block, greeting line, electronic postage, etc. Note: these are inserted where you had last selected in the Word document
14. Now you can write your message in the Word document
15. Click “Next: Preview message”
16. If preview does not have the correct greeting line or does not look right;
   a. Go back to “write your e-mail message”
   b. remove the previous greeting line
   c. then add new greeting line
   d. once you make selected format, select “match field”
   e. set greeting settings as desired
17. Make sure all fonts/sizes are proper
18. Click “Next: Complete merge”
19. Select “Electronic Mail…”
20. A “Merge to Email” window should appear, in here you insert your subject and set “send records” to all
21. Click “Ok”