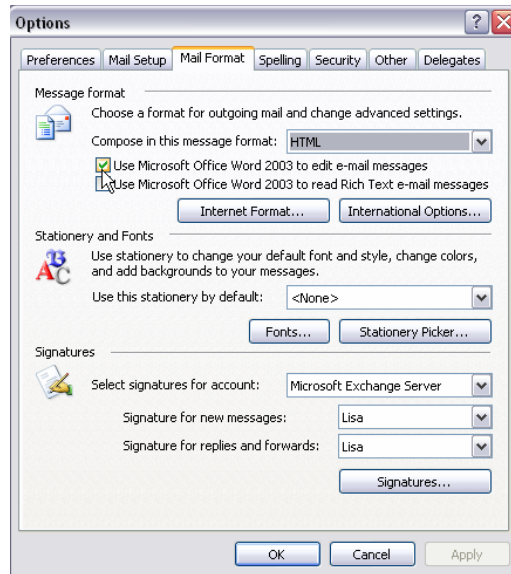
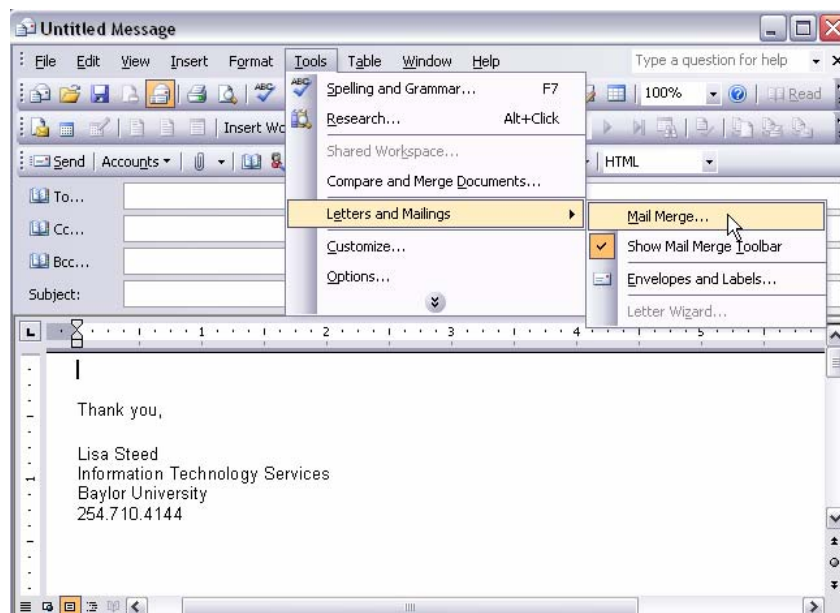


How to create an E-mail Merge using Microsoft Outlook

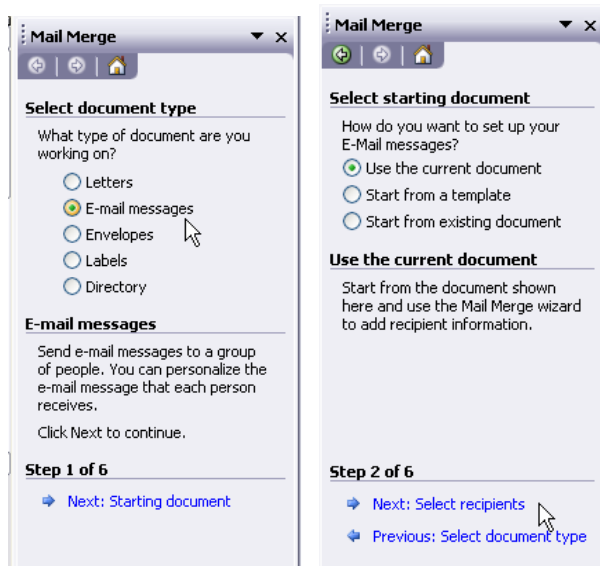
1. Open Outlook, but be sure to check to see if Word is your e-mail editor. You may do so by going to Tools, Options, Mail format. Check to see if the box is checked that says, "Use Microsoft Office Word to edit e-mail messages." If the box is unchecked, place a check mark in the box and click OK.



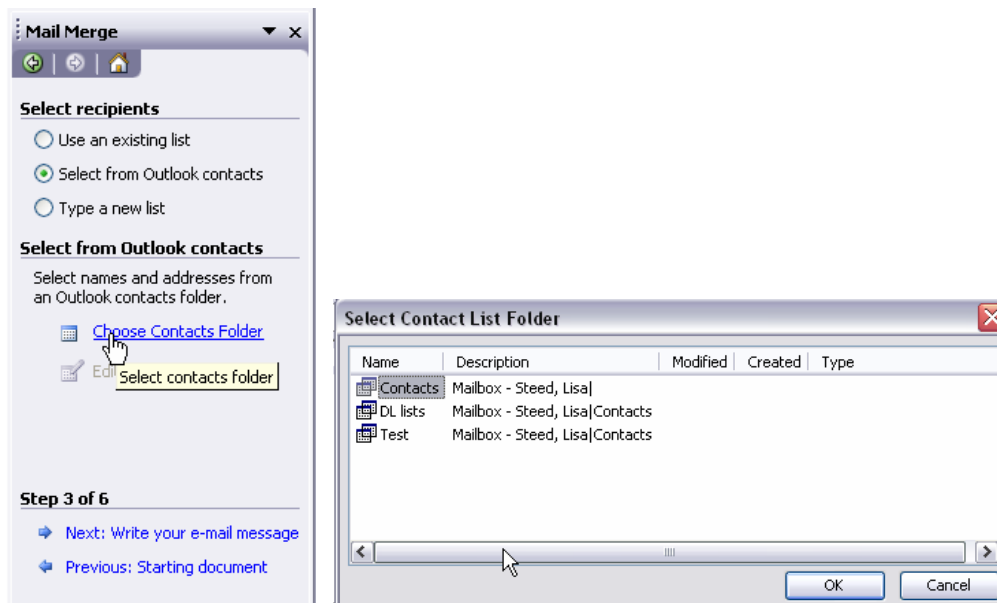
2. Begin to create a new e-mail message. It is recommended that you have a document already completed to merge. One option that you have is to copy and paste (from a Word document that you have saved) into the body of your email message before you even begin the merge (this work really well). Now you are ready to begin the merge by selecting Tools, Letters and Mailings, Mail Merge.



3. Select the type of merge that you would like to do...in this case, “E-mail messages,” and then select the “Next: Starting document” link. In step 2 select the option, “Use the current document.” NOTE: You do have other choices, but again for an email merge we are wanting to keep things as simple as possible. Click the link, “Next: Select recipients.”

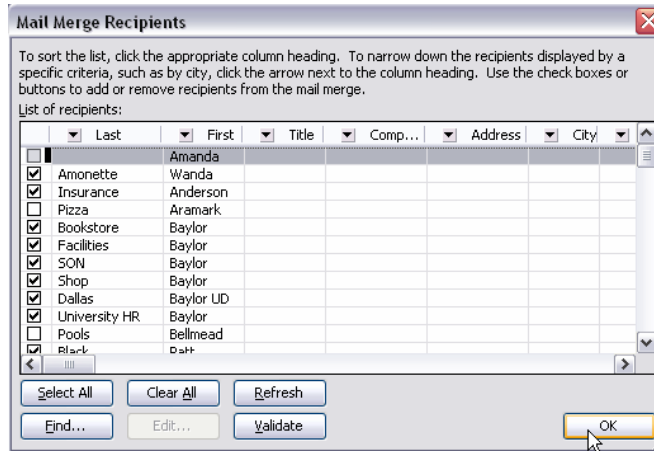


4. Now you are going to select your recipients from your Outlook Contacts (or other Outlook address book). Choose the option, “Select from Outlook contacts,” and then choose the desired folder (is using a book other than Contacts). Click OK.

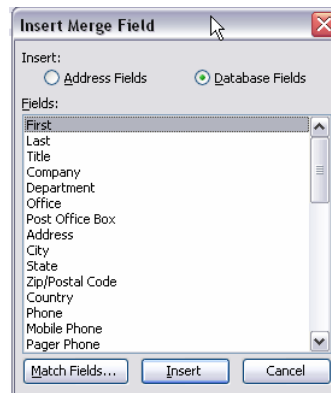
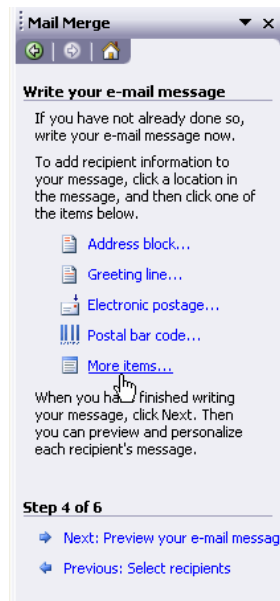


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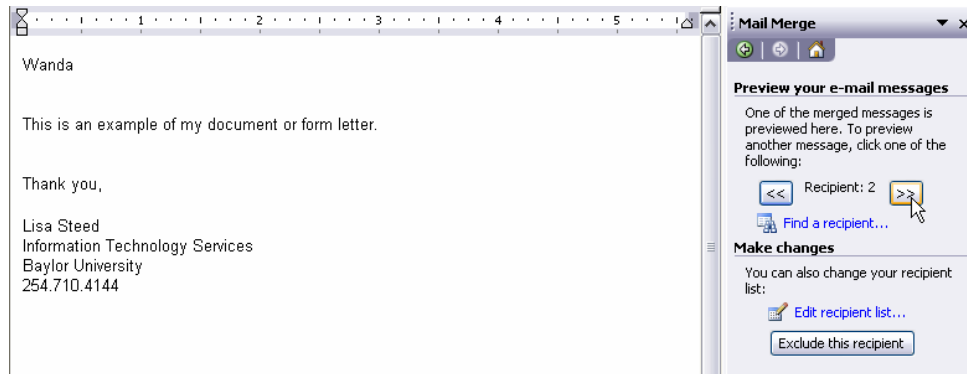
Now you have the opportunity to “select all” (the default choice) or just some of the recipients listed in your chosen address book. Check marks should be placed next to names that you wish to be part of the e-mail merge. Click OK once all of your selections/recipients have been made.



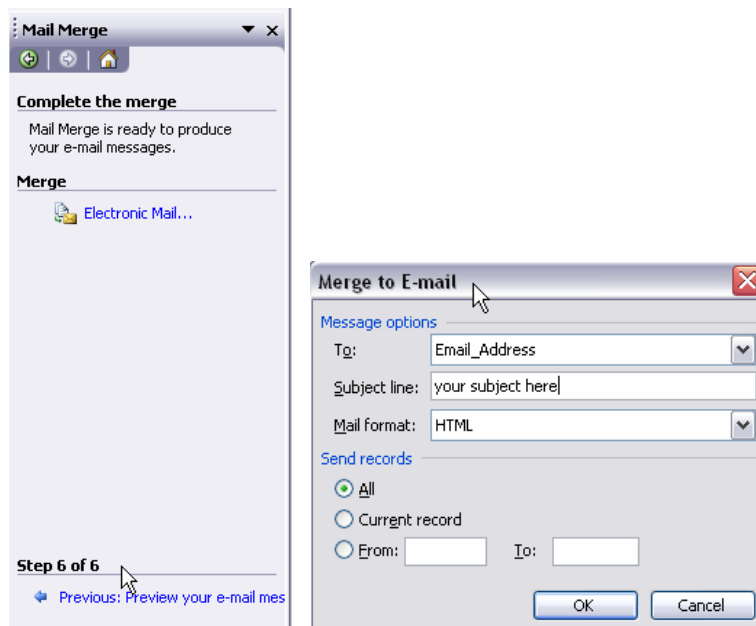
5. Choose a desired address block (for more formal e-mail merges), greeting line, or “more items.” More items give you a choice of fields that are within your Outlook address book. “More items” is a popular choice when sending more casual e-mail merges. Choose the desired fields that you want included in the e-mail merge and then click OK. NOTE: Cursor location in the body of the e-mail message is important when inserting items, yet items can be moved around within the body of the e-mail merge.



6. Once all items have been inserted, click on the link, "Next: Preview your e-mail message." Here you can scroll using the left and right arrows to see the names of the recipients. Once finished click on the link, "Next: Complete the merge."



7. Now you are ready to send your e-mail merge. Click on the "Electronic Mail..." link. Enter a subject and then click OK. NOTE: Depending upon how many recipients there are in the merge this process may take a few minutes.



If you have further questions please contact the Help Desk at x4357.