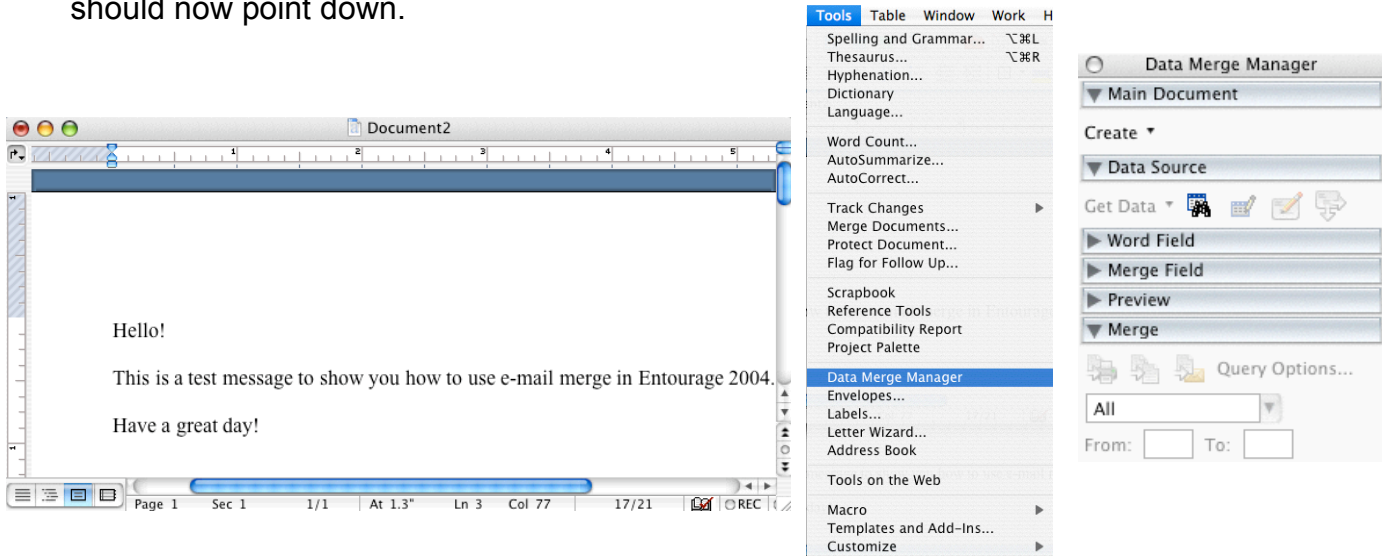


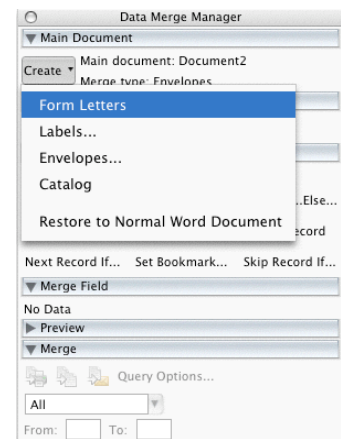
# How to create an E-mail Merge using Microsoft Entourage

1. Open Mac Word. Create a new (e-mail) message in Word.
2. Select “Tools” and “Data Merge Manager.”
3. Entourage should display the “Data Merge Manager” menu.

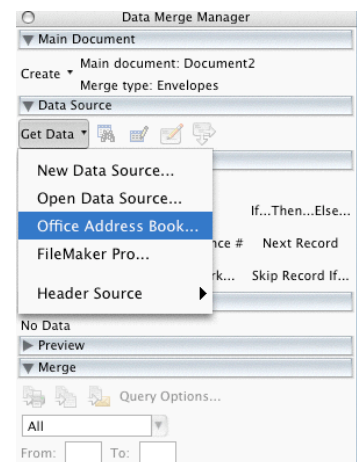
Note: If the triangle arrow to the left of the option (“Main Document,” “Data Source,” “Word Field,” “Preview” or “Merge”) points to the right, click once on it to reveal more options. The triangle should now point down.



4. Click the “Create” button and select: “Form Letters.”

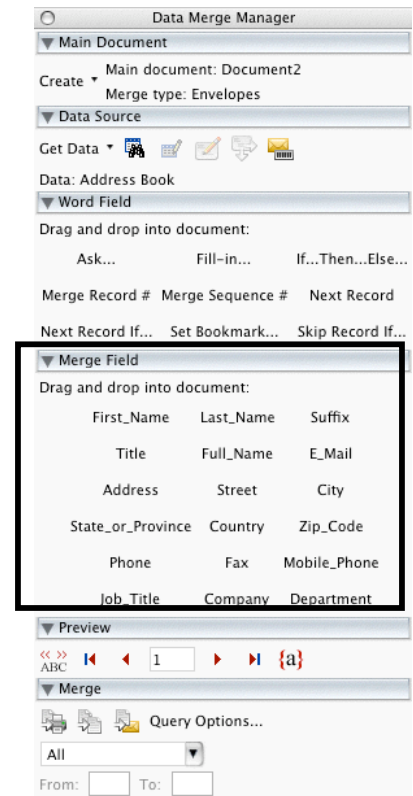
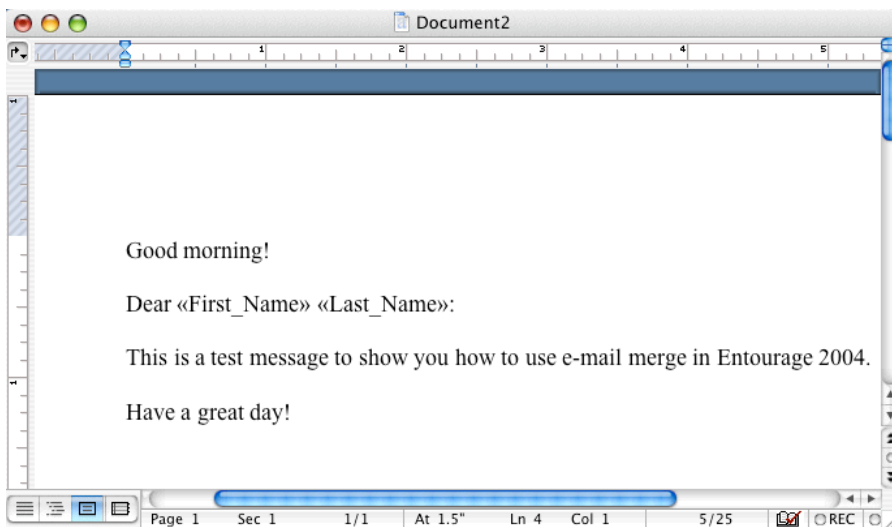


5. Select the recipients of your email merge. These names could come from any number or sources... maybe an Excel spreadsheet or your Entourage 2004 Contacts. To do that, click on the “Get Data” button. Either find your data source, your outlook contacts, or create a new list.

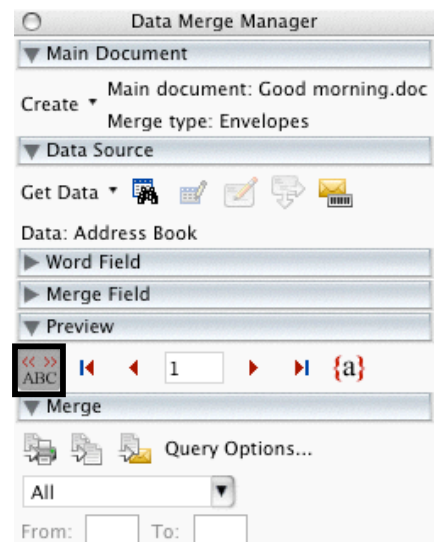
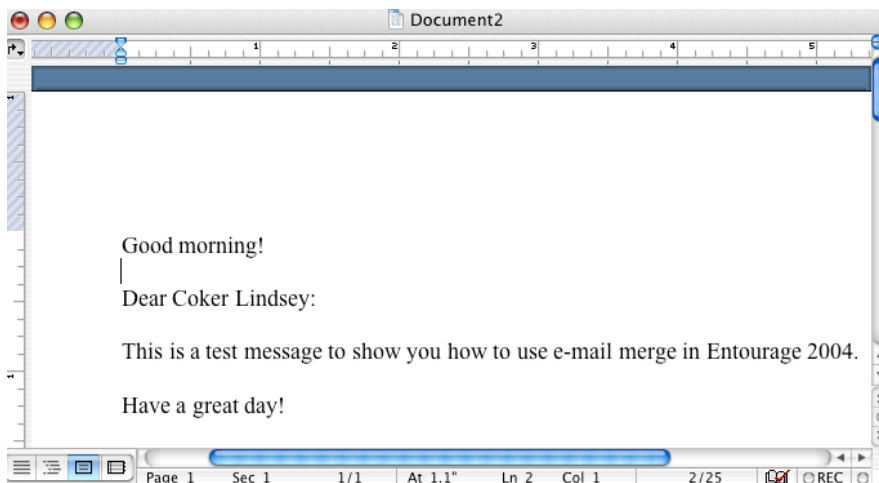



- The next step is to add the appropriate fields to personalize the email. Ex: the recipient's name, or to add any other piece of data you might have on the contact anywhere throughout your recipient list. You can find the appropriate fields in the "Merge Field" and then drag-and-drop in your message.

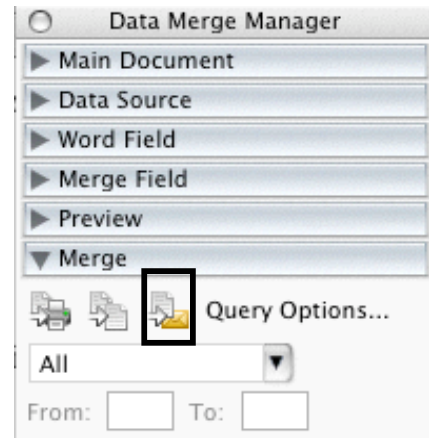
Note: You can add some "rules" for the message with the "Word Field" options. Ex: If <<First Name>> = "Viviana" Then the email will say "Hi" in other case "Good moorning."



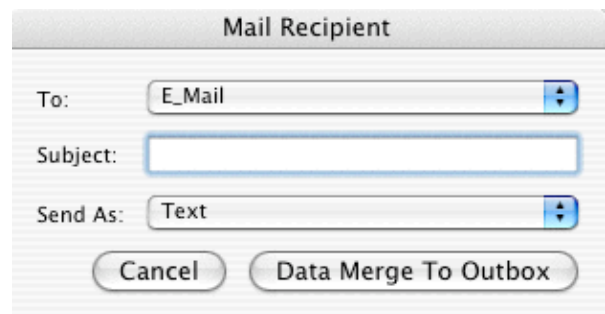
- Now you can preview your results to ensure that everyone's name is coming up correctly. Click in the "ABC" button under "Preview" heading and you will see the message with the recipient's information. Use the forward and back arrows beside it to run through your recipient list.



8. Once you are happy with the preview, select the “Merge to email” button, under “Merge” heading. 



9. Entourage should display the “Mail Recipient” box.
10. Enter the subject of the email.
11. Select “Send as”. You can choose “Text”, “Attachment” or “HTML message” (Preferred method is HTML).
12. Click “Data Merge to Outbox.”



13. Now Mac Word automatically generates all the individual emails, and sends them to your Entourage 2004 outbox (or your default email client). Your email merges will be recorded in your sent items folder.

**NOTE: Attachments are not an option in an email merge. All data must be within the body of the email message.**

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