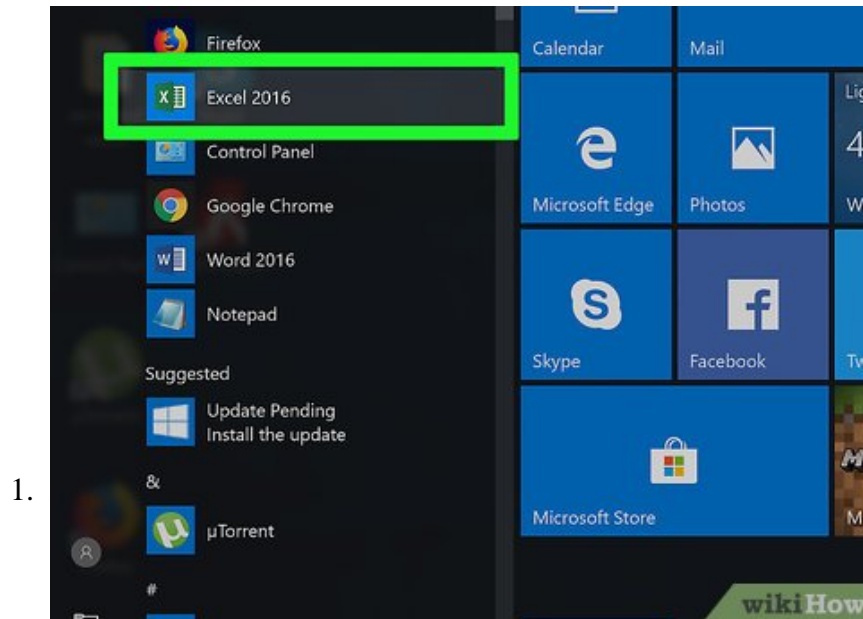


How to Mail Merge in Microsoft Word

This wikiHow teaches you how to use the 'Mail Merge' feature in Microsoft Word. Mail Merge allows you to use a spreadsheet of contact information to assign automatically a different address, name, or other piece of information to each copy...

Part 1 of 3:

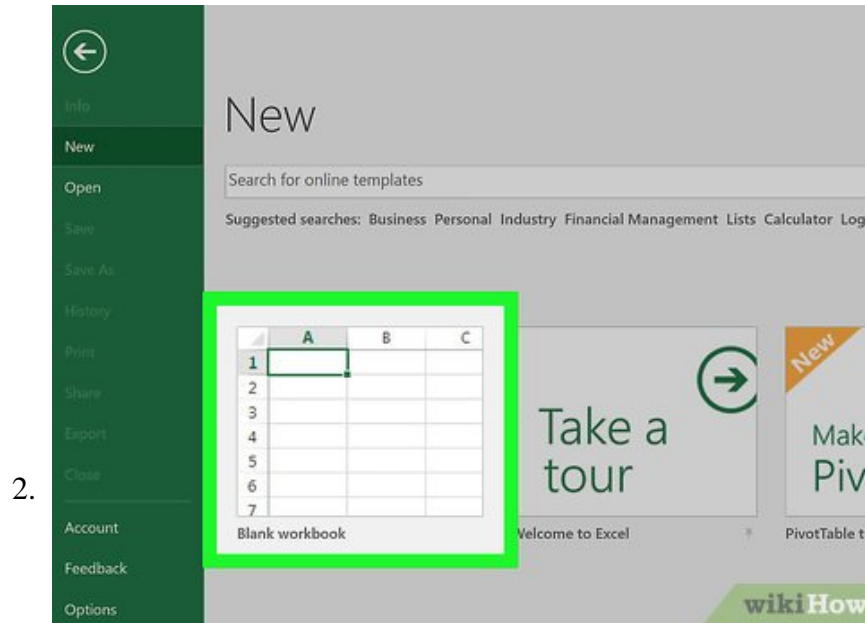
Creating a Contact Sheet



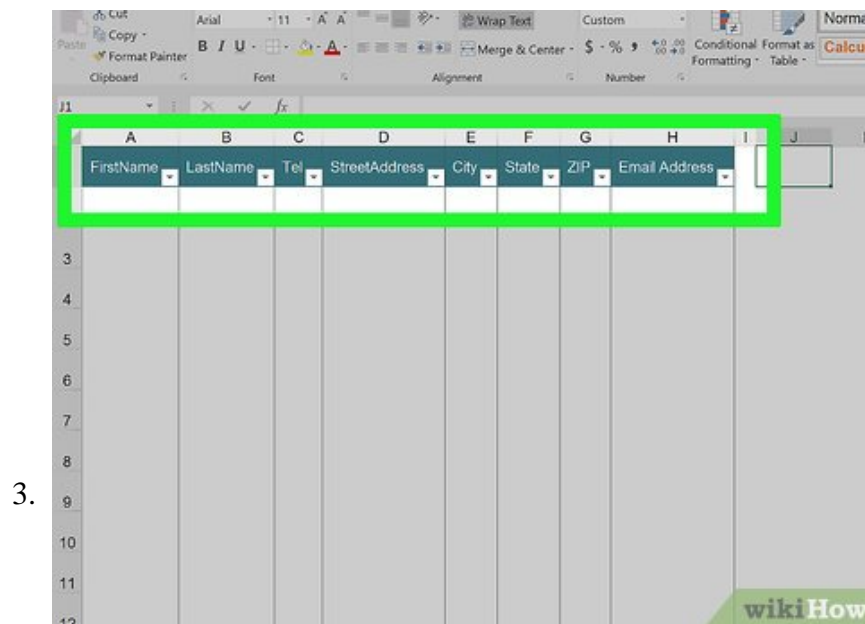
1.

Open Microsoft Excel. Microsoft Excel's app icon resembles a white "X" on a dark-green background. The Excel "New" page will open.

1. If you already have a contact sheet in Excel, skip ahead to importing the Excel contacts instead.

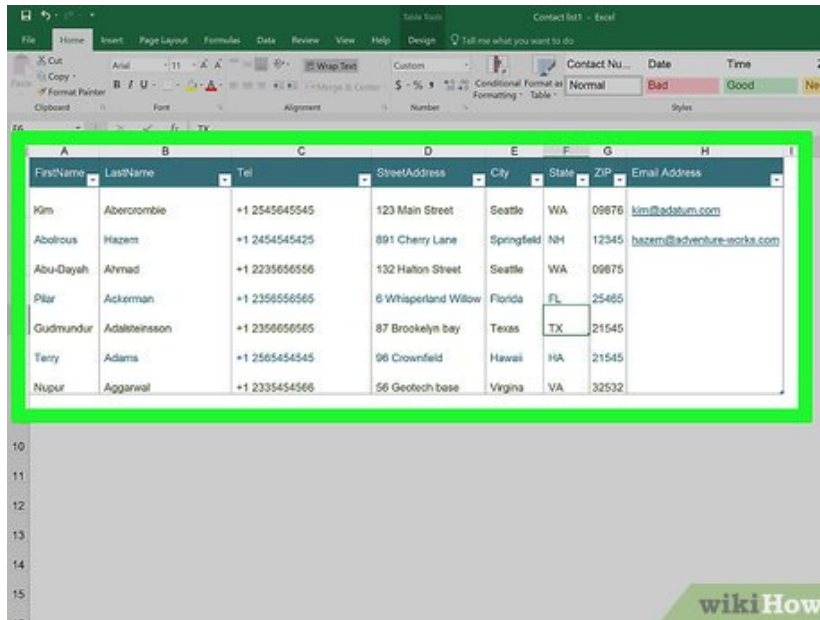


Click **Blank workbook**. It's in the upper-left side of the "New" page. This will open a new, blank Excel document.



Add your contact headers. Starting in cell **A1** and moving right from there, enter the following headers:
[1]

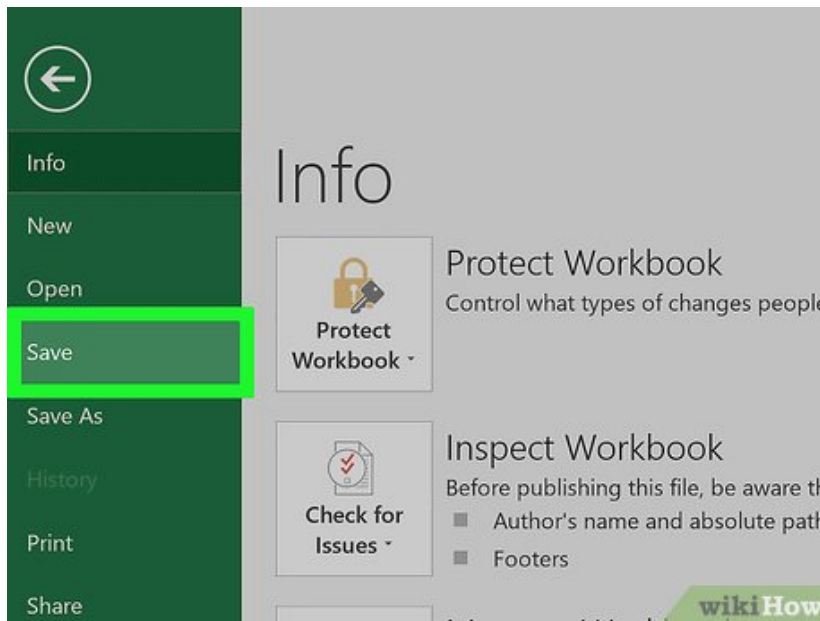
1. *FirstName* - Your contacts' first names will go in this column (cell **A1**).
2. *LastName* - Your contacts' last names will go in this column (cell **B1**).
3. *Tel* - Your contacts' phone numbers will go in this column (cell **C1**).
4. *StreetAddress* - Your contacts' street addresses will go in this column (cell **D1**).
5. *City* - Your contacts' cities of residence will go in this column (cell **E1**).
6. *State* - Your contacts' states of residence will go in this column (cell **F1**).
7. *ZIP* - Your contacts' ZIP codes will go in this column (cell **G1**).
8. *Email* - Your contacts' email addresses will go in this column (cell **H1**).



4.

Enter your contacts' information. Starting in column A, cell 2, begin entering the contact information for each of the people for whom you want to generate a mail merge.

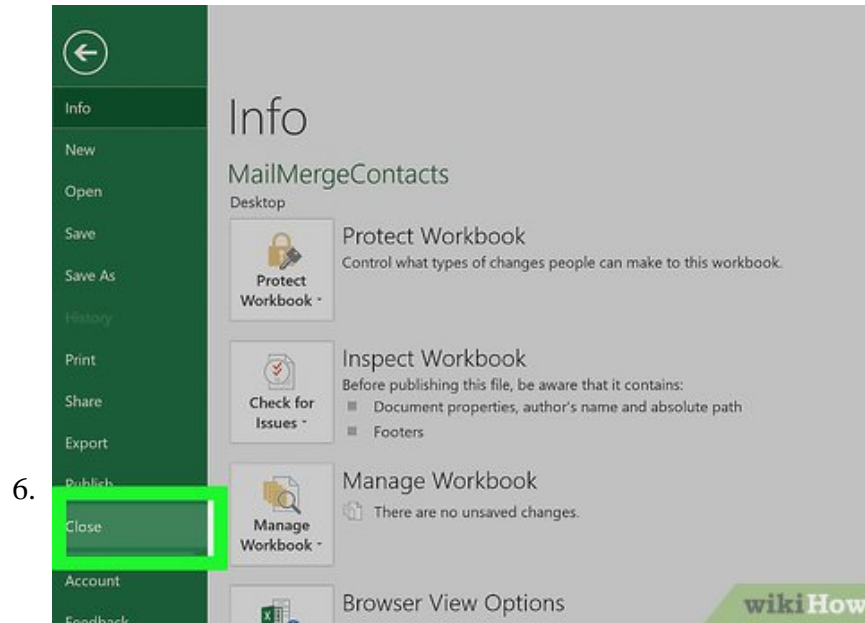
1. Make sure that this information is accurate before proceeding.



5.

Save your document. To do so:

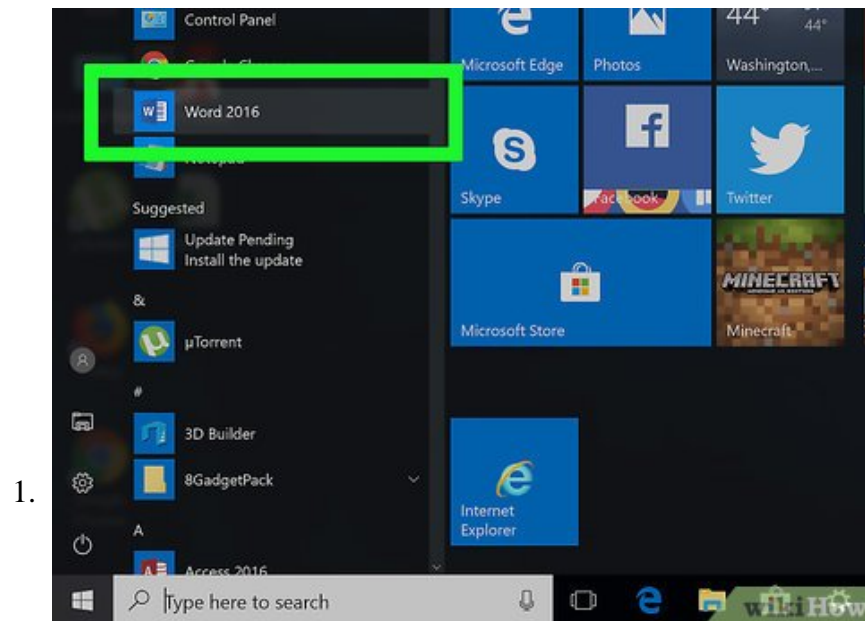
1. *Windows* - Click **File**, click **Save As**, double-click **This PC**, click a save location on the left side of the window, type the document's name into the "File name" text box, and click **Save**.
2. *Mac* - Click **File**, click **Save As...**, enter the document's name in the "Save As" field, select a save location by clicking the "Where" box and clicking a folder, and click **Save**.
3. Keep in mind your selected save location—you'll need to find the Excel spreadsheet later.



Close Excel. Click the **X** in the upper-right corner of Excel (Windows) or the red circle in the upper-left corner (Mac). You can now proceed to creating the mail merge in Microsoft Word.

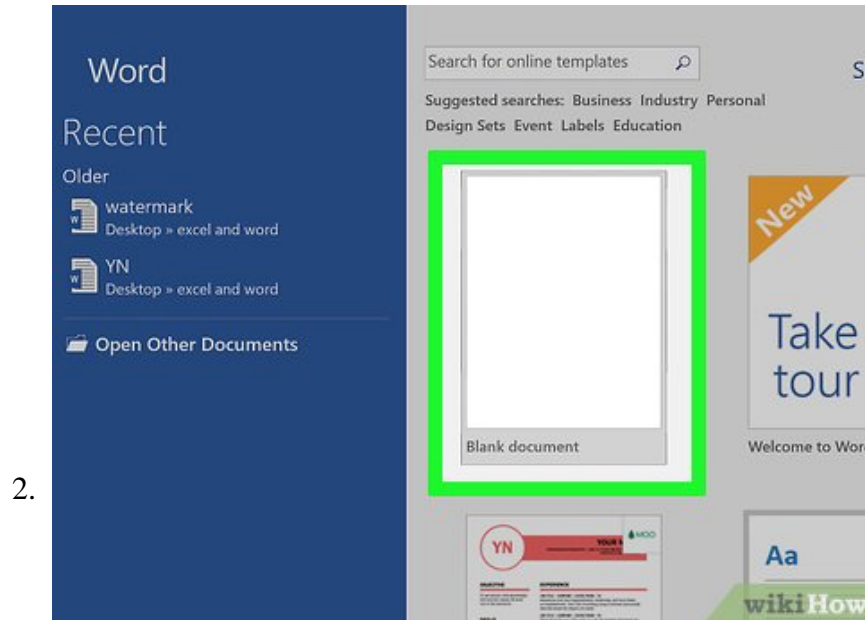
Part 2 of 3:

Importing Contacts to Word

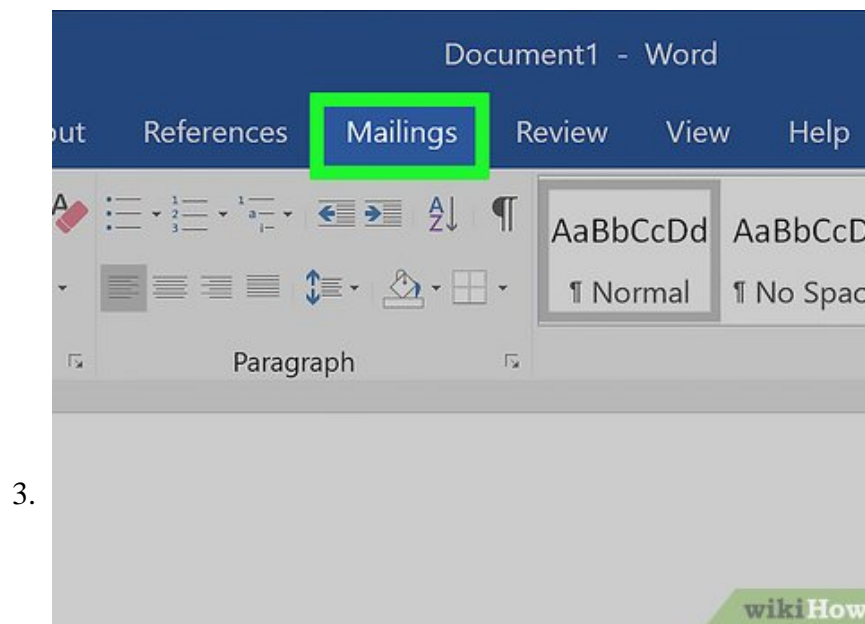


Open Microsoft Word. The Word app icon looks like a white "W" on a dark-blue background. As with Excel, the "New" page will open.

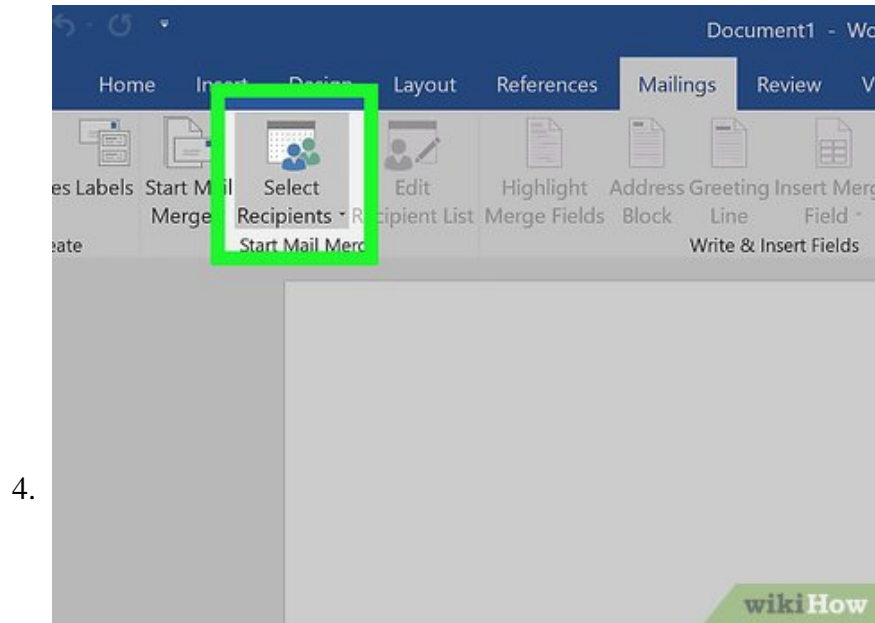
1. If you have an existing Microsoft Word document into which you want to import the Excel contacts, you'll instead double-click it to open it and skip the next step.



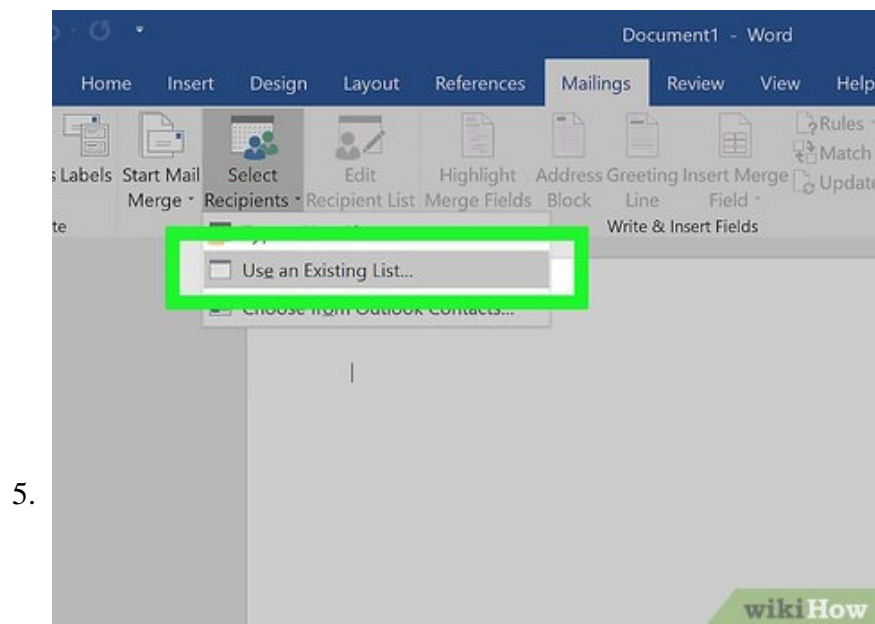
Click **Blank document**. It's a white box in the upper-left side of the page. A blank Microsoft Word document will open.



Click the **Mailings** tab. This tab is at the top of the Microsoft Word window. A toolbar will appear just below the row of tabs here.

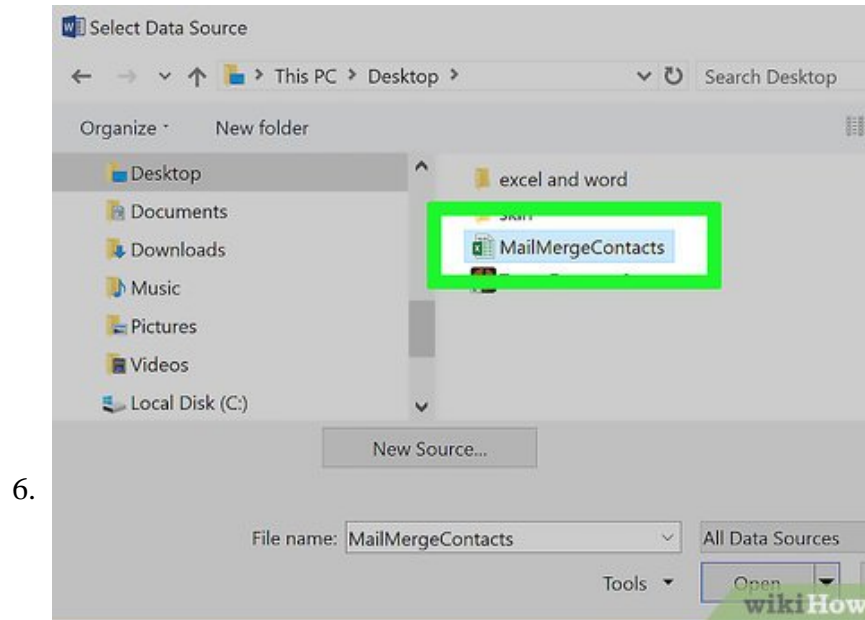


Click **Select Recipients**. It's in the "Start Mail Merge" section of the **Mailings** toolbar. Doing so prompts a drop-down menu.

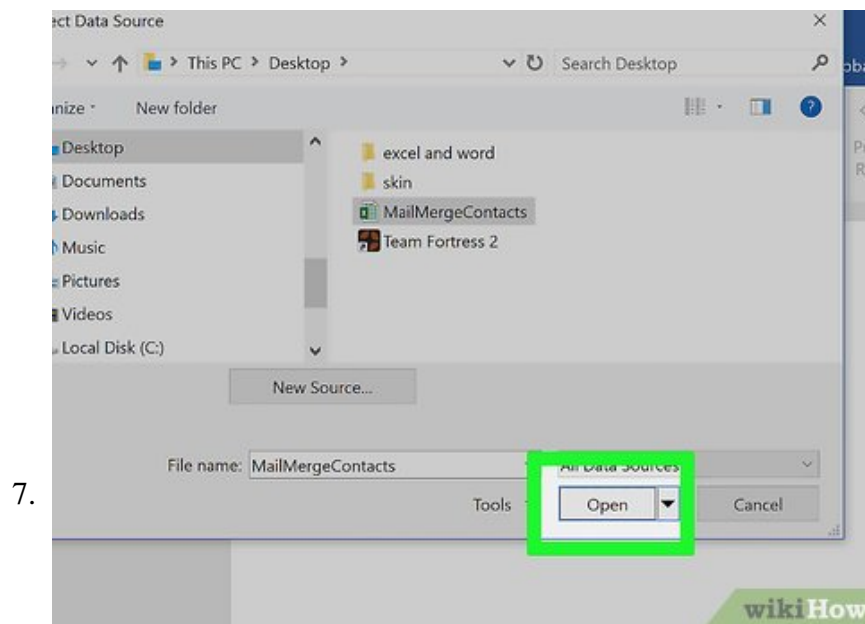


Click **Use an Existing List...**. You'll find this option in the drop-down menu. A new window will open.

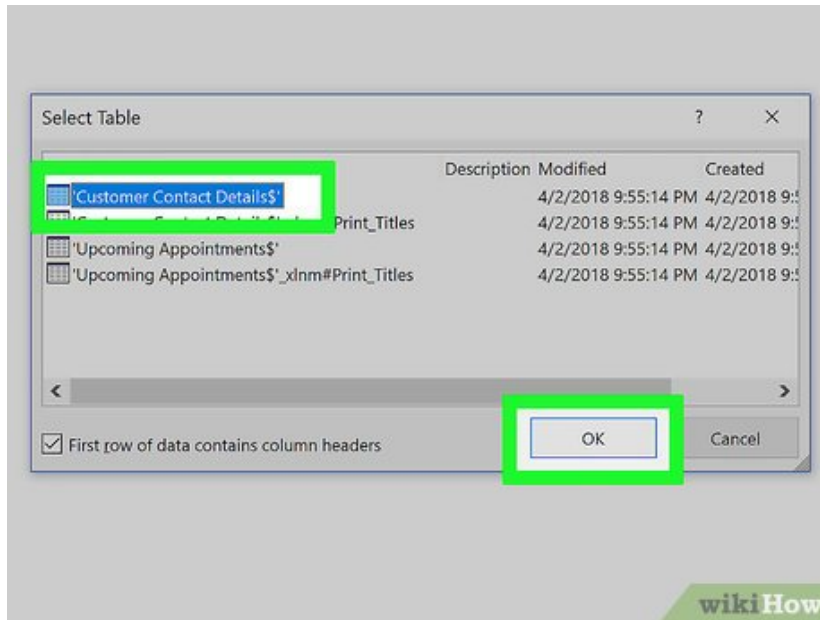
1. If you ever want to use Outlook contacts instead, you can select the **Choose from Outlook Contacts** option in the drop-down menu.
2. You can also type a temporary list of contact information into Word by selecting the **Type a New List** option. This is useful when you only need to create a handful of contacts' information.



Select your Microsoft Excel contact sheet. On the left side of the window, click the folder in which you saved the Excel sheet, then click the Excel sheet to select it.



Click **Open**. It's in the bottom-right corner of the window.



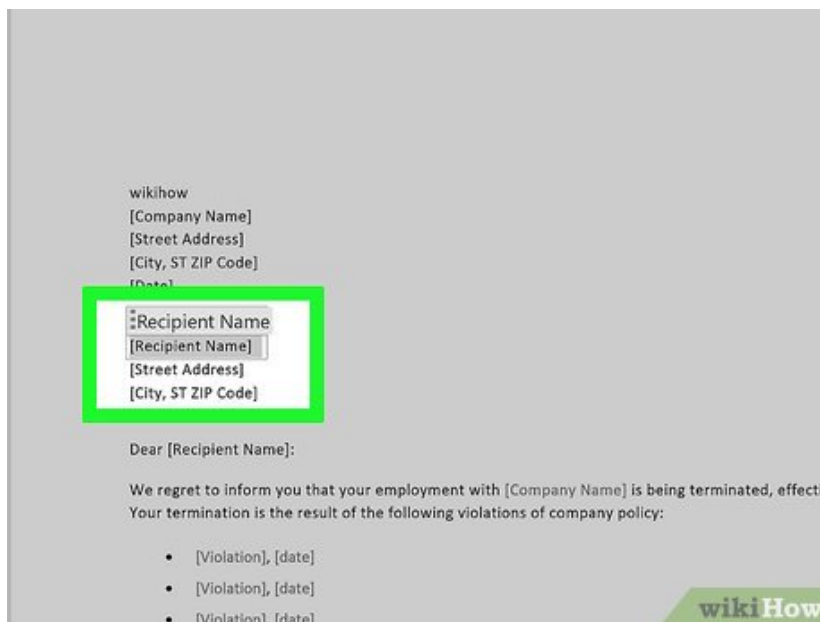
8.

Confirm the decision. Click the Excel sheet's name in the pop-up window, then click **OK** at the bottom of the window. Your Excel sheet will be selected as the location from which your contacts will load.

1. Make sure that the "First row of data contains column headers" checkbox at the bottom of this window is checked.

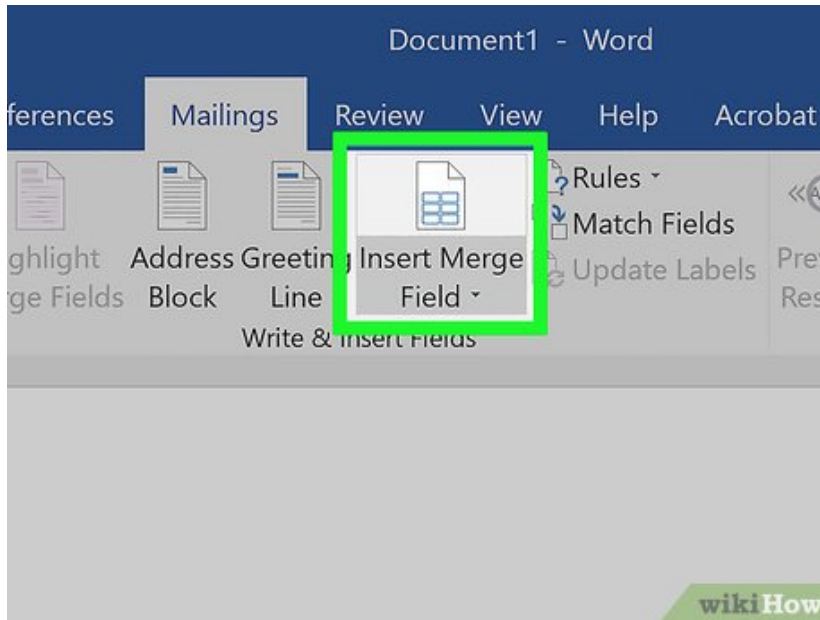
Part 3 of 3:

Using Mail Merge



1.

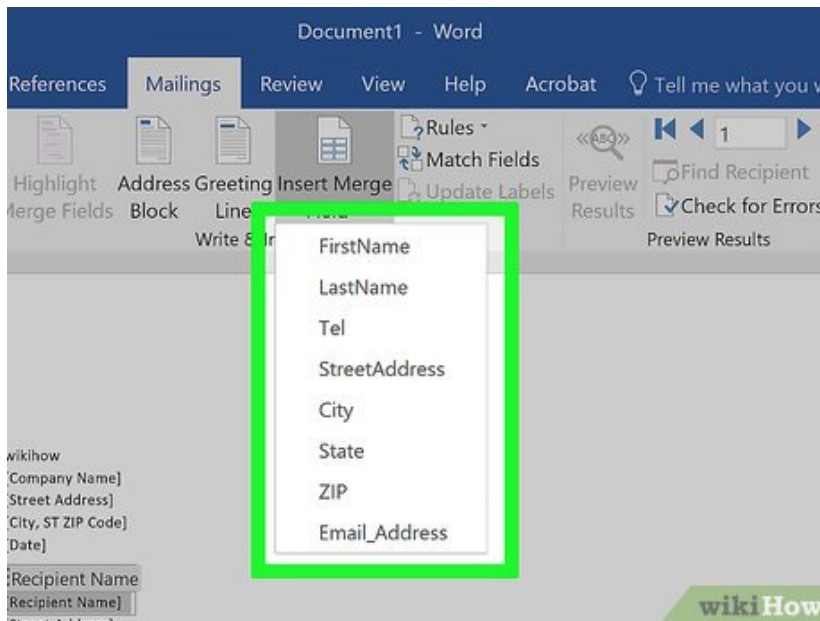
Go to the place in which you want to insert contact information. Find the place where you want to insert contact information (e.g., the top of the document) and click it to place the cursor there.



2.

Click **Insert Merge Field**. It's an option in the "Write & Insert Fields" section of the **Mailings** tab. A drop-down menu will appear.

1. You may have to click the **Mailings** tab again before doing this.



3.

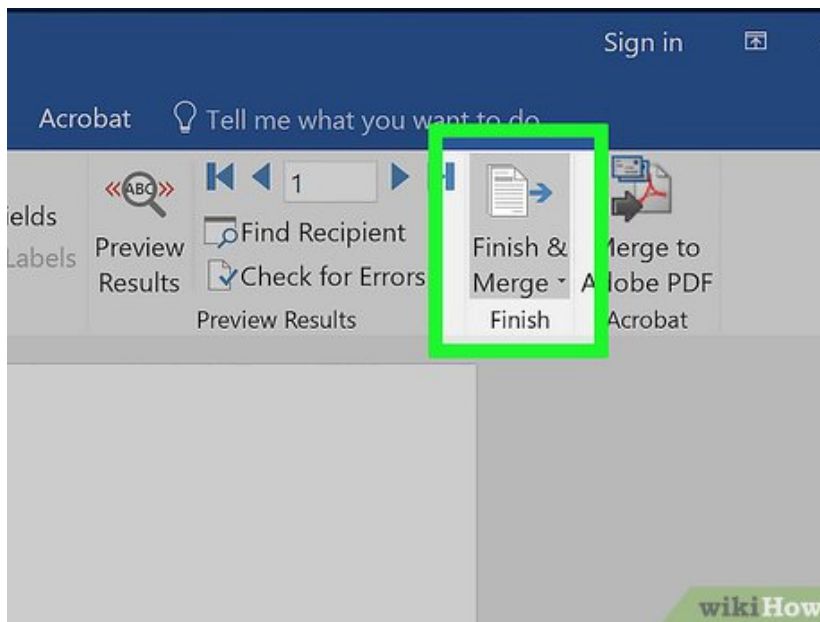
Select a type of information. In the drop-down menu, click the name of one of the headers from your Excel document to insert it.

1. For example, you would click **FirstName** in the drop-down menu if you wanted to insert a tag for contacts' first names.



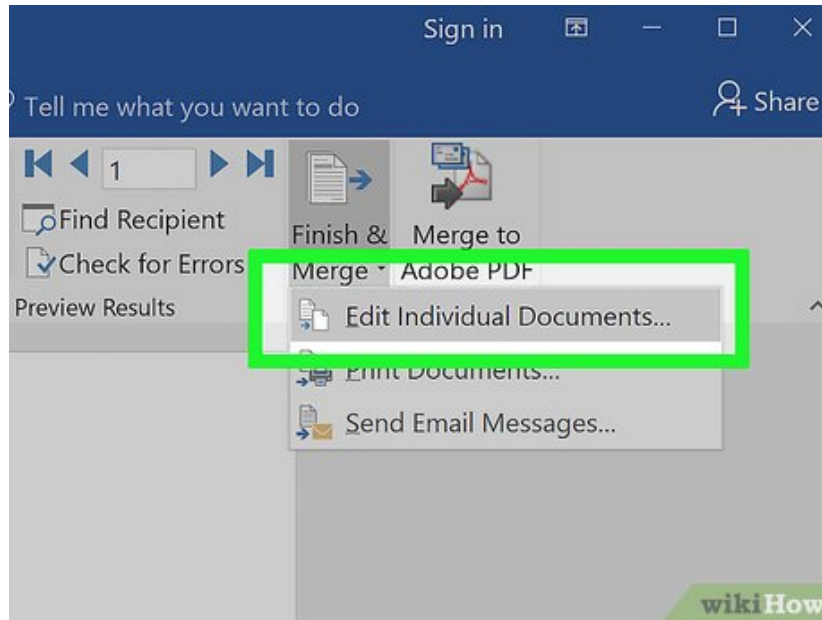
4.

Add other information where necessary. This might include contacts' addresses, last names, phone numbers, and so on.



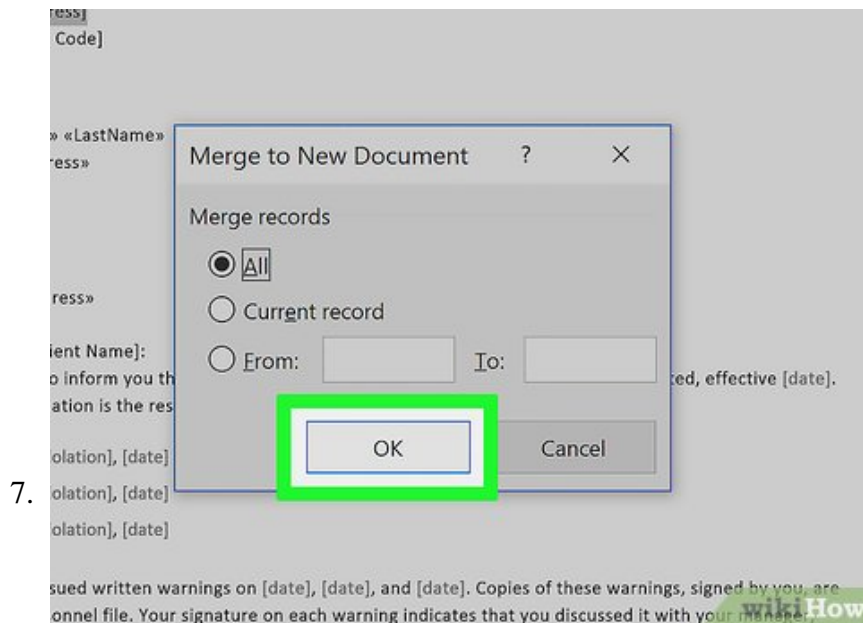
5.

Click **Finish & Merge**. It's in the far-right side of the **Mailings** tab's toolbar. This prompts a drop-down menu.



Select a merge option. Click one of the following:

1. **Edit Individual Documents** - Opens each recipient's document, allowing you to personalize further the documents.
2. **Print Documents...** - Allows you to print out a copy of your document for each individual listed in your contact sheet.
3. **Send Email Messages...** - Allows you to send out the documents as emails. The contacts' email addresses will be selected as the destination email addresses.



Follow the on-screen instructions. Depending on your selected option, you will have an additional form to review (for example, if you selected **Email**, you'll have to enter a subject and then click **OK**). Doing so will complete the mail merge process.

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tips and guides. Thank you for reading and for following us regularly.
