

# How to merge letters and documents (Mail Merge) in Word 2016

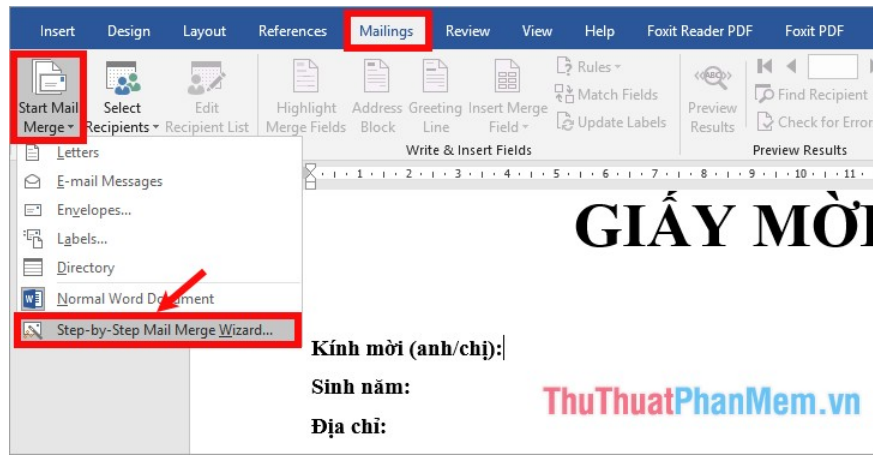
How to merge letters, merge documents (Mail Merge) in Word 2016. Mail merge, merge documents (Mail Merge) is a useful feature that Microsoft provides, you will save a lot of time when applying calculation this feature at the right time.

Merge, combine text ( **Mail Merge** ) is a useful feature that Microsoft provides, you will save a lot of time to apply this feature in time. You need to send a fixed form (invitation letter, notice, thank you letter, etc.) to many people, instead of writing each page to one person, you just need to write a fixed form along with recipient list and use the Mail Merge feature. If you do not know how to use this feature, please refer to the tutorial article below.

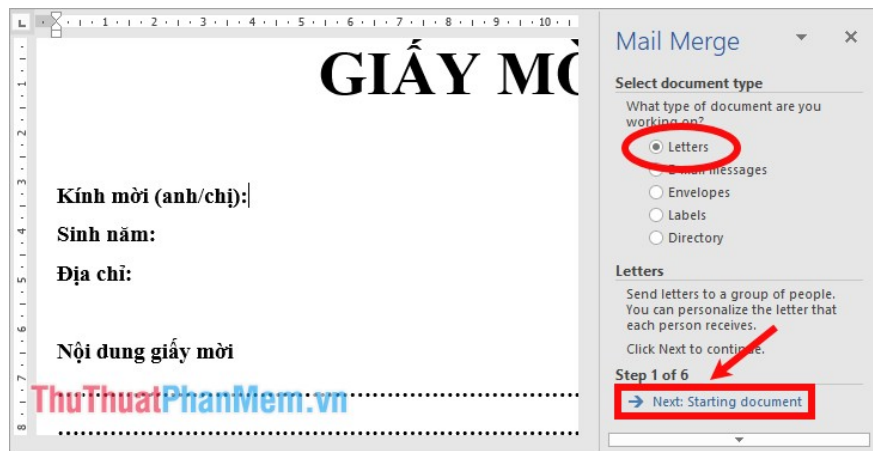


The article shows how to merge letters and documents (Mail Merge) in Word 2016, with Word 2007, 2010, 2013 you do the same.

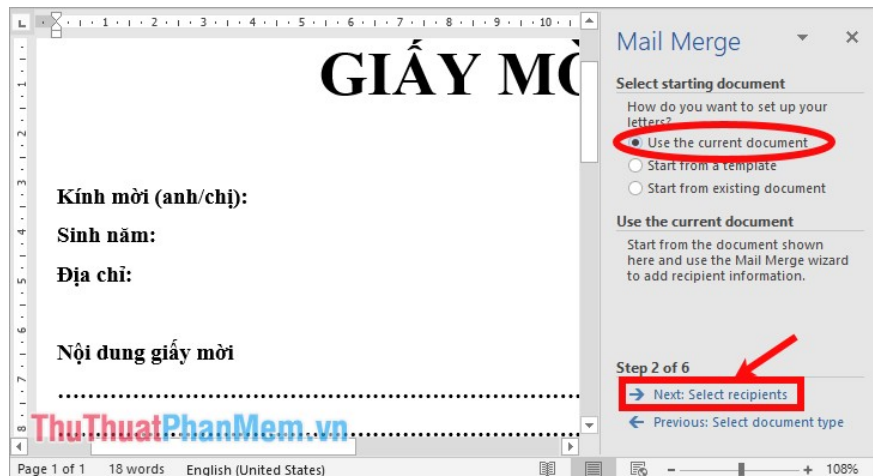
**Step 1:** Open the Word document to merge mail, on the interface you choose **Mailings** tab -> **Start Mail Merge** -> **Step-by-Step Mail Merge Wizard** to open the steps to perform **Mail Merge** .



**Step 2** : Select the type to blend for the Word document, for example here is to write INVITATION paper should choose **Letters** , followed by **Next: Starting document** .



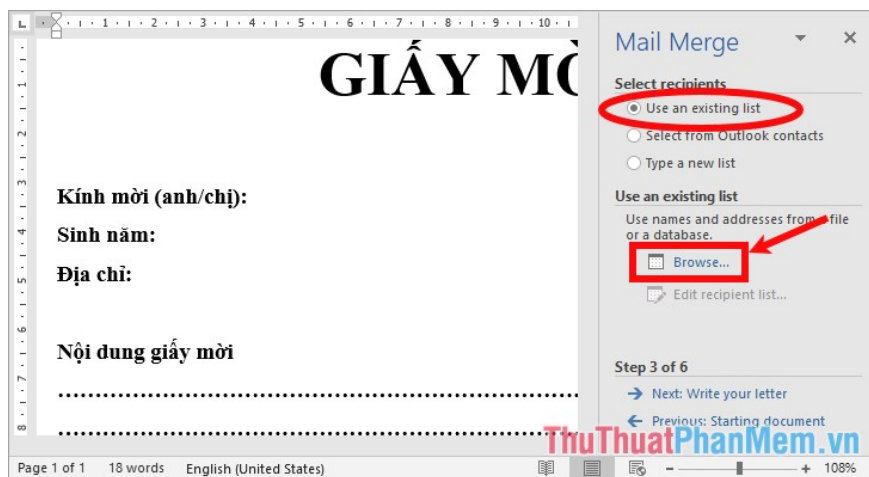
**Step 3** : Here you select the document to start merging, for example, from the beginning opened the Word document to merge, you select **Use the current document** (use **the current document** ), then select **Next: Select recipients**.



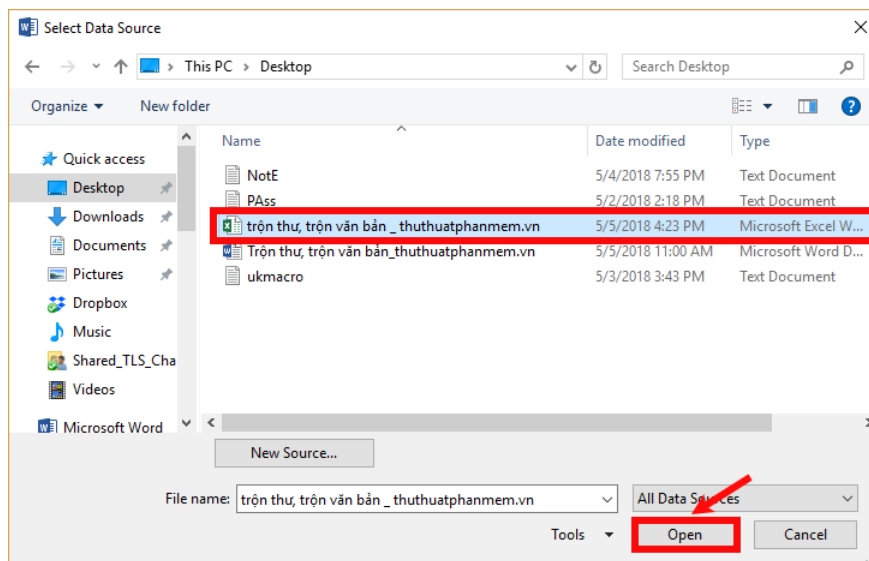
**Step 4** : In this step, you need to add a list of names, addresses . to Word automatically add the information in INVITATION PAPER, if not, select **Type a new list** to create, if existing, Book information in Excel file:

	A	B	C	D	E
1	Họ và tên	Năm sinh	Địa chỉ thường trú		
2	Đinh Thị Lan Anh	1995	Tổ 3 - Khu 8 - Vàng Danh - Uông Bí - Quảng Ninh		
3	Nguyễn Thị Bình	1995	Tổ 1 - Khu 8 - Vàng Danh - Uông Bí - Quảng Ninh		
4	Phạm Đức Dân	1995	Tổ 4 - Khu 8 - Vàng Danh - Uông Bí - Quảng Ninh		
5	Phạm Minh Đức	1995	Tổ 3 - Khu 8 - Vàng Danh - Uông Bí - Quảng Ninh		
6	Nguyễn Thủy Hoa	1995	Tổ 3 - Khu 8 - Vàng Danh - Uông Bí - Quảng Ninh		

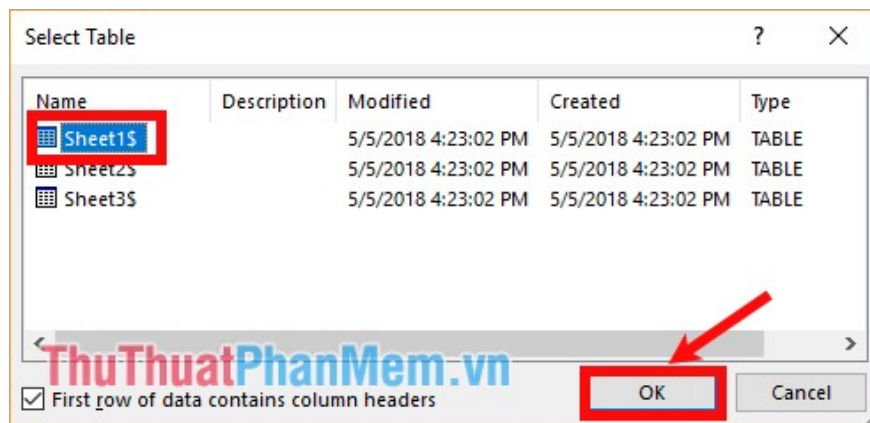
Then choose **Use an existing list** (using the **existing list** ), then select **Browse** to open to the existing file (here is Excel file).



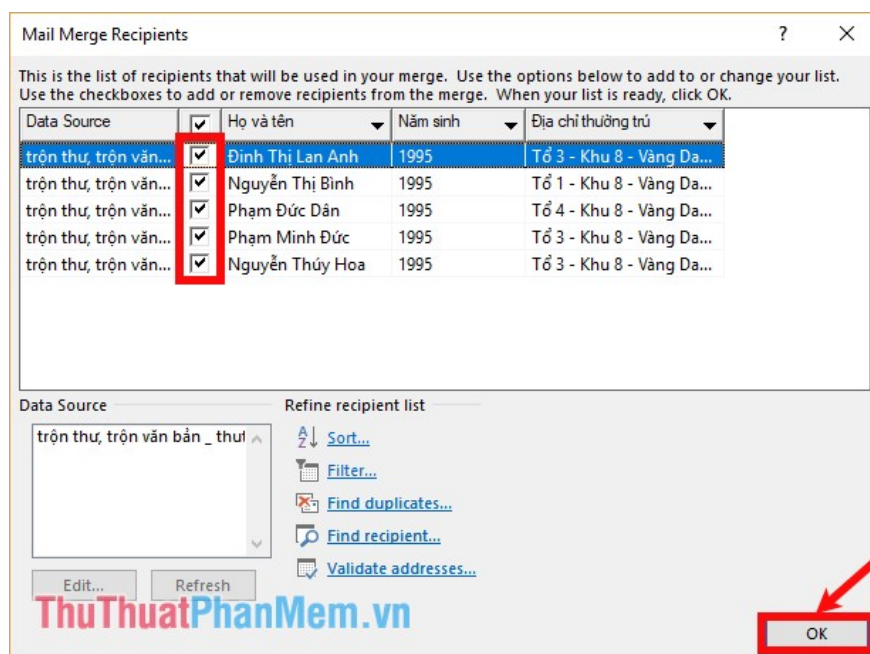
In the **Select Data Source** window , select the list file and click **Open** .



Select the **sheet** containing the address list and click **OK** .



In the **Mail Merge Recipients** dialog box , all recipients are selected by default, if you want to not send to anyone, then uncheck that person's name, then click **OK** .



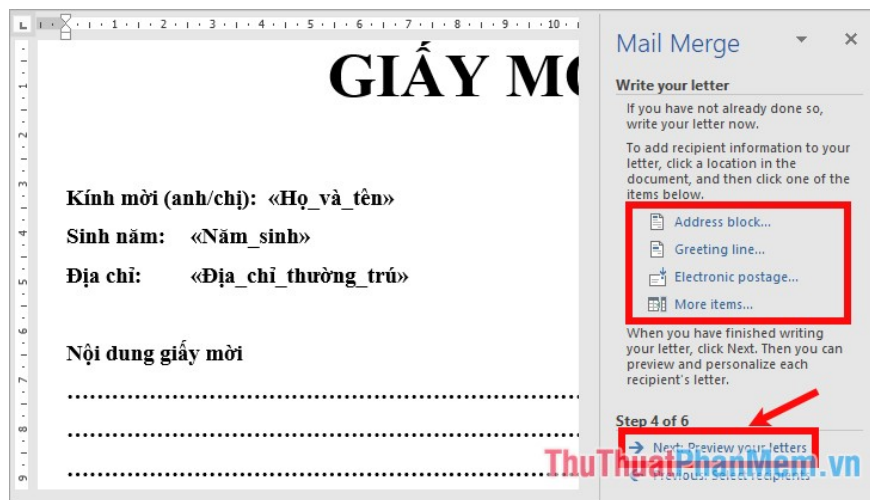
Click **Next: Write your letter** to move to the next step.



**Step 5:** Here, to make it easier for you to do the following: place the cursor in the field you want to insert information, select **Mailings -> Insert Merge Field -> select the appropriate information field** . For example in line **invite (him / her)** you select the **Ho\_va\_ten** , lines **of birth** you choose the **Nam\_sinh** , in the address line of your chosen field **Dia\_chi\_thuong\_tru** .



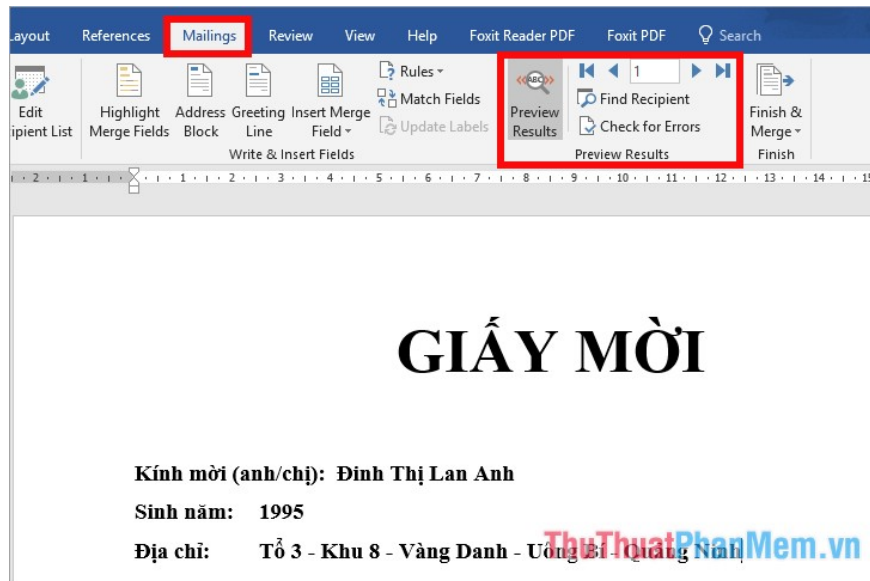
Or you can also directly select the field in the **Mail Merge** window on the right, after you have added, select **Next: Preview your letters** to switch to the preview of the message.



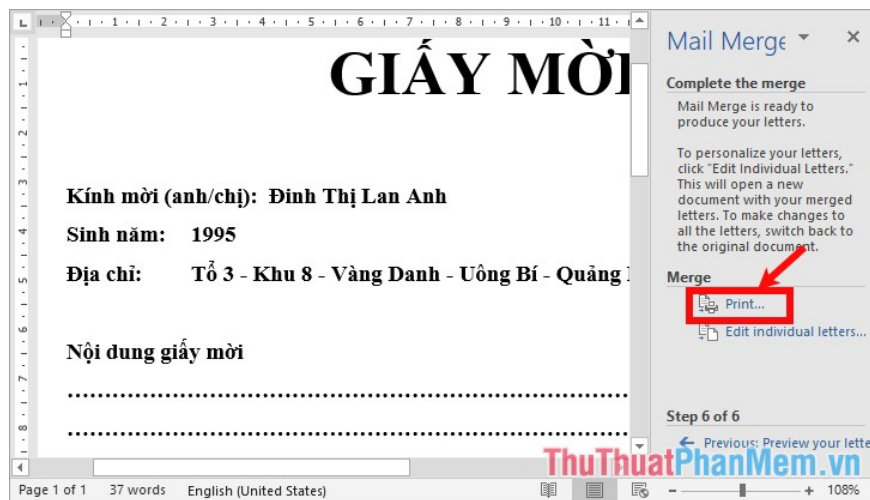
**Step 6** : To make sure the list of information appears in the right position of the message, click on the **next** and **previous** icons as shown below to see each letter (each letter is a person's name, a corresponding address) ). After checking and editing the correct content, select **Next: Complete the merge**.



*Note: You can also view the mail in the **Preview Results** section of the **Mailings** tab .*



**Step 7:** If you want to print mail, you select **Print** and print settings, otherwise you close the **Mail Merge** window .



So you have mixed mail, mixed text (Mail Merge) in Word 2016, from now on if you need to write invitations, send mail . but need to send it to many people, you just need to do the mail merge as above, the You will shorten the time compared to having to write each letter to one recipient. Good luck!

You finished reading the article "**How to merge letters and documents (Mail Merge) in Word 2016**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.