WORD and EXCEL Mail Merge

Using mail merge, you can create:

- **A set of labels or envelopes** The return address is the same on all the labels or envelopes, but the destination address is unique on each one.
- **A set of form letters** The basic content is the same in all the letters, messages, or faxes, but each contains information that is specific to the individual recipient, such as name, address, or some other piece of personal data.

To start the mail merge process:

1. Open your letter in Word and from the tabbed bar at the top of the page (ribbon bar) select Mailings.
2. Click the options on the ribbon bar:
   - **Select Mail Merge** and the type you wish to perform; in this case, letters.
   - Select Recipients and browse to locate and select your Excel spreadsheet with student information
   - You may **Edit Recipient List** if you wish to only select some of your records to merge with your letter
   - Skip to the **Insert Merge Field** option and insert the fields you wish to add to specific areas of your letter. NOTE: You’ll need to pay attention to spaces, commas, etc. between your merge fields to get the best results.
   - Click **Preview Results** to see your letters and from here you can print or make changes to individual letters.