

## Mail Merged Email

Someone asked a question about BCC, and individualized emails, and we were off to the races! Here's the info from the Microsoft site on how to use Word Mail Merge to create individualized emails. [Click here to go to this information on microsoft.com](http://support.microsoft.com/kb/294694)

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This article describes how to use the mail merge feature in Microsoft Word 2002 and in later versions of Word to create form letters. You can use this feature if you are sending the same message to multiple recipients by using e-mail. Follow these steps to perform a mail merge to e-mail.

## Getting started

Start a mail merge. To do this, use one of the following procedures, as appropriate for the version of Word that you are running.

**Microsoft Word 2002:** On the **Tools** menu, click **Letters and Mailings**, and then click **Mail Merge Wizard**.

**Microsoft Office Word 2003:** On the **Tools** menu, click **Letters and Mailings**, and then click **Mail Merge**.

**Microsoft Office Word 2007:** On the **Mailings** tab, click **Start Mail Merge**, and then click **Step by Step Mail Merge Wizard**.

The **Mail Merge** task pane appears.

## <http://support.microsoft.com/kb/294694> - top **Step 1 of 6: Select document type**

1. Under **Select Document Type**, click **E-mail Messages**.
2. Click **Next: Starting Document**.

## **Step 2 of 6: Select starting document**

- Under **Select starting document** are three choices: **Use the current document**, **Start from a template**, and **Start from existing document**. When you click each option, additional information about the option appears in the task pane.
2. Click **Next: Select Recipients** to continue.

## **Step 3 of 6: Select recipients**

1. If you select **Use an existing list**, click **Browse** to locate and choose your file. Click **Edit recipient list** to modify the address list after it is created.
2. If you select **Select from Outlook contacts**, click **Choose Contacts Folder**. If Outlook is not open, you will be prompted for your Outlook profile.
3. If you select **Type a new list**, you can create a new address list.
4. Click **Next: Write your e-mail message** to continue.

## Step 4 of 6: Write your e-mail message

At this point, you insert your merge fields. You can use a combination of items:

- **Address Block**: Use this item to insert fields that will insert a block of text, such as the name and address.
- **Greeting Line**: Use this item to choose the format that you want on your greeting line.
- **Electronic Postage**: Use this item if you have electronic postage software on your computer that is compatible with Word.
- **More Items**: Use this item to enter any other fields that are in your recipient list.

Click **Next: Preview your e-mail messages** to continue.

## Step 5 of 6: Preview your e-mail message

You can preview just one message of your mail merge, or you can preview all of them. You also can click **Edit recipient list** to remove names or add to your recipient list.

After you preview your message, click **Next: Complete the merge** to continue.

## Step 6 of 6: Complete the merge

1. Click **Electronic Mail**.

When the **Merge to E-mail** dialog box appears, select the field that you want to use for

2. the **To** line, type the subject in the **Subject** line, and then select the mail format that you want to use.
3. Click **OK** to send your messages.