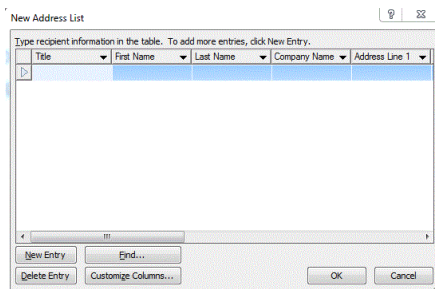# Mailing Tab

Mail Merge

Mail merge use to create letter or email message to many peoples at a time.

Create Letter

- ➢ Mailing tab
- ➢ Start mail merge
- ➢ Step by step Mail Merge Wizard
- ➢ Letter
- ➢ Next starting document
- ➢ Next select recipients
- ➢ Type a new list
- ➢ Create

- ➢ Customize Columns
- ➢ Select and delete merge fields
- ➢ Ok
- ➢ Type merge field
- ➢ Ok
- ➢ Type file name
- ➢ Save
- ➢ Ok

- ➢ Click insert merge field in **Mailing Tab**
- ➢ Select step by step merge field in page
- ➢ Finish & merge
  - Edit individuals (See letter in ms word)
  - Print document (Direct print letter from the printer)
  - Send email message (Send letter on email id using outlook)
- ➢ Click edit individuals documents
- ➢ Ok

Note:- Before Finish & Merge you can check your letter on click preview result

Greeting Line

Insert Dear sir or Madam

- ➢ Mailing tab
- ➢ Click greeting line
- ➢ Ok

Edit Recipient list
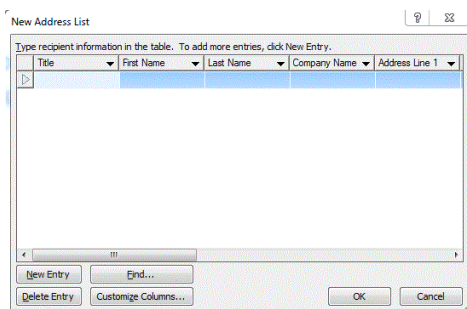
- ➢ Edit your letter after using a mail merge

Select Recipients

Open your letter after saving your document or file.

Create Email Message

- ➢ Mailing tab
- ➢ Start mail merge
- ➢ Step by step Mail Merge Wizard
- ➢ E-mail messages
- ➢ Next Starting
- ➢ Next select recipients
- ➢ Type a new list
- ➢ Create

- ➢ Customize Columns
- ➢ Select and delete merge fields
- ➢ Ok
- ➢ Type merge field
- ➢ Ok
- ➢ Type file name
- ➢ Save

➢ Ok

➢ Click insert merge field [icon] in **Mailing Tab**

➢ Select step by step merge field in page

➢ Finish & merge

- Edit individuals (See letter in ms word)
- Print document (Direct print letter from the printer)
- Send email message (Send letter on email id using outlook)

➢ Click Send E-mail Messages

➢ Select Email

➢ Type Subject line

➢ Ok

[image: Microsoft Outlook 2010 Startup dialog box]
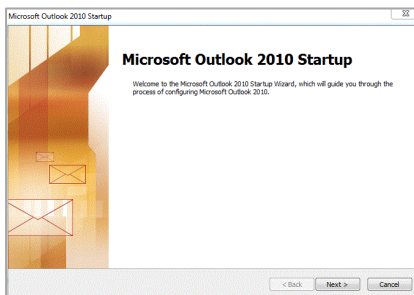
➢ Now send email using Microsoft outlook.

Envelopes [icon]

Create a new envelope using envelopes option.

➢ Mailing Tab

➢ Envelopes

➢ Type delivery address

➢ Type return address

➢ Options

➢ Select Envelope size

➢ Ok

Note: - any formatting in address click font under envelope.

For ex.

Plot no-1 , Sector 22N
delhi 110044

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