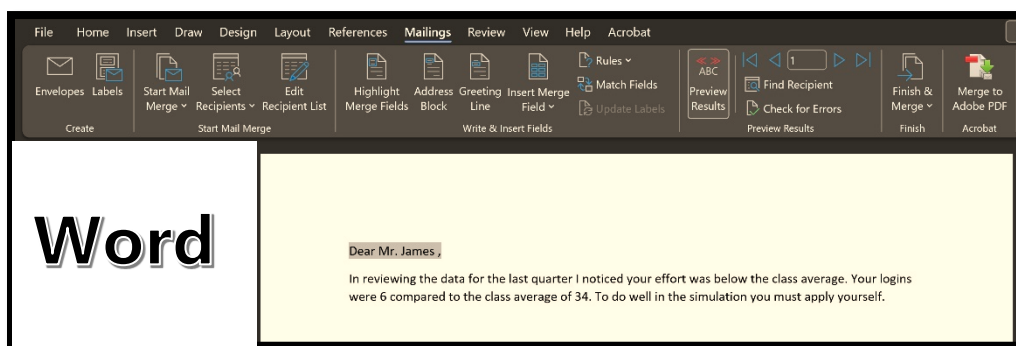# Email Merge Procedure

1. Open a blank document in Word and type the body of the email message you wish to send
2. Go to **Mailings** > **Start Mail Merge** > **E-mail Messages**
3. Go to **Mailings** > **Select Recipients** and set up your mailing list
4. **Choose the data source -** use the file you downloaded then sorted and saved. **File** > **Save**.
5. Go back to **Mailings** > **Greeting Line**.
6. Choose the format you want to use and enter it in the position you desire,
7. Choose **OK** to insert the merge field.
8. Chose any additional fields you would like to enter on the email from **Mailings** > **Insert Merge Field**.
9. Choose **File** > **Save**.
10. Go to **Mailings** > **Preview Results**, and then choose **Next/Previous** to see the names and selected information in your email.
11. If your spreadsheet contains emails of all students (i.e. you did not edit the original file) then select **Mailings** > **Edit Recipient List** and deselect the students you do not wish to send the email.
12. Choose **Finish & Merge** > **Send E-mail Messages**.
13. In the **To** box, choose the email address column or field from your mailing list.
14. In the **Subject line** box, type a *subject line* for the message.
15. In the **Mail format** box, choose **HTML** (the default setting) or **Plain text** to send the document as the body of the email message.
16. Under Send records, use one of the following:
    a. **All** records (will only send to those that have a checkmark).
    b. **Current record** only the record viewable on your screen is sent the message.
    c. **From** and **To** send only a range of *records*.

17. Choose OK to run mail merge.
18. Note: you must have an **Outlook Client** on your system
19. Your email will look like: