How to do Mail Merge in MS Word

1. Write your letter and save the file.
2. Create a table of recipients (in Word or Excel) and save the file.
3. Open the letter you made.
4. At the top of MS Word, click on the **Mailings** tab.
5. Click on **Start Mail** **Merge** button, then select **Letters**.
6. Click on the **Select Recipients button**, then select **Use an Existing List** and select your file of the Table of Recipients you created earlier.
7. Click on the **Insert Merge Field button**, then insert the fields into your letter.
8. After you have inserted all of your merge fields, click on the **Finish and Merge button**, then select **Edit Individual Documents**. If everything looks good, then save this file. Then you can print it.

How to Create Mailing Labels in MS Word

1. Open a blank Word document.
2. At the top of MS Word, click on the **Mailings** tab.
3. Click on **Start Mail** **Merge** button, then select **Labels**.
4. Choose your Vendor (example: Avery US Letter), then choose 5160 Easy Peel Address Labels.
5. Click on the **Select Recipients button**, then select **Use an Existing List** and select your file of the Table of Recipients you created earlier.
6. Click on the **Insert Merge Field button**, then insert the fields onto your label.
7. Click on the **Update Labels** button.
8. click on the **Finish and Merge button**, then select **Edit Individual Documents**. If everything looks good, then save this file. Then you can print it.