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Create - Start Mail Merge - Select Recipients - Edit Recipient List - Start Mail Merge

Highlight Merge Fields Address Block Greeting Line Insert Merge Field - Write & Insert Fields

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## Mail Merge

One of the merged letters is previewed here. To preview another letter, click one of the following:

1 << Recipient: 2 >>

Find a recipient...

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You can also change your recipient list:

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When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

### Step 5 of 6

2 → Next: Complete the merge

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# Microsoft Word Mail Merge Guide

**Sayan Banerjee**



## **Microsoft Word Mail Merge Guide:**

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