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Insert Merge Field



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Finish &
Merge

Start Mail Merge

Write & Insert Fields

Preview Results

Finish

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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...

Make changes

You can also change your recipient list:

Edit recipient list...

Exclude this recipient

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

→ Next: Complete the merge

← Previous: Write your letter

2

Microsoft Word Mail Merge Guide

Bonnie Biafore

Microsoft Word Mail Merge Guide:

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