Mail Merge

* This helps you send out your document to different addresses.
* For example you are moving home and wish to inform all your friends about your new address.

Getting started

1. You would first need a list of addresses of the people you wish to send your document to.
2. Once your have a list of addresses you can start setting up your mail merge
3. Open the document you wish to send out
4. Select the **Mailings** tab on your ribbon
5. Click on **Start Mail Merge**
6. Select **Step by Step Mail Merge Wizard**
7. Select the document type you will be sending
8. Select if you wish to;
   1. **Use the current document**
   2. **Start from a template**
   3. **Start from existing document**
9. Next select if you wish to;
   1. **Use an existing address list**
   2. **Use outlook contacts**
   3. **Type a new list of addresses**
10. If you are using an existing list, click **browse** to find the list of addresses saved on your computer
11. **Open**  the list and click **ok**
12. Click on the **bottom** of the **task pane**
13. Click **Address Block** to open the **Insert Address Block** dialogue box
14. Click **ok** to use the default settings (the words <<AddressBlock>> will appear in your document.
15. Click **next** to preview your letters
16. Once your check your document click on **next**
17. Click **print** if your wish to print your letters, each letter would contain a friends name