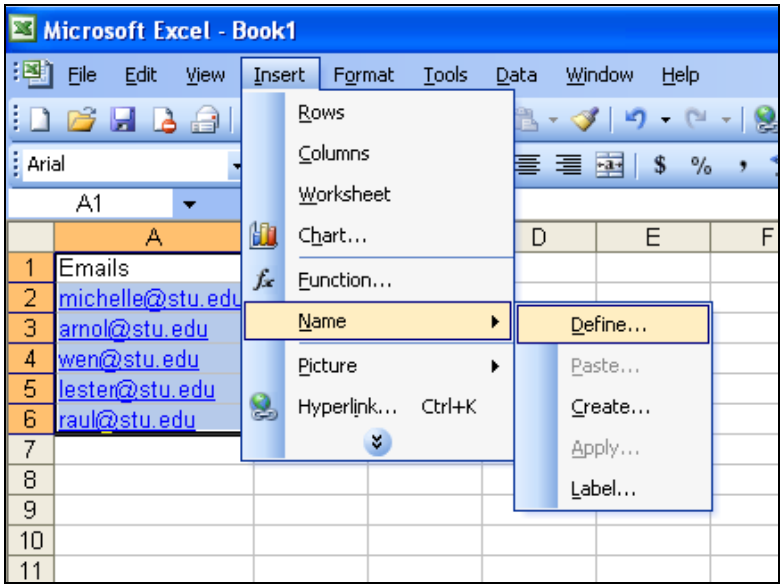
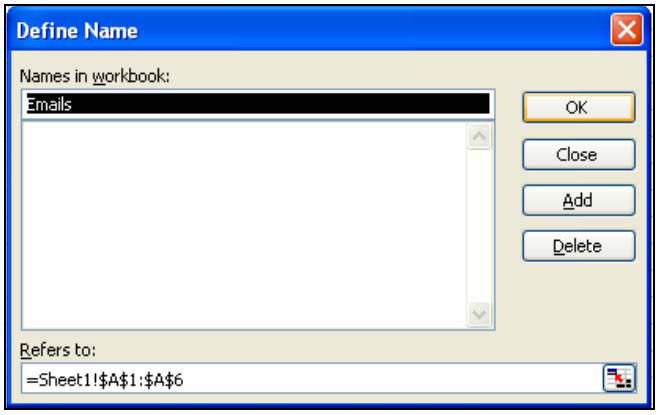
# Mail Merge: E-mail Messages
# Office 2003 version

1. Open **MS Outlook,** using the email account to send the emails From. Minimize Outlook.

2. Prepare the **<u>Excel Spreadsheet</u>** (do this once or if there is a new spreadsheet):
   a. Open the Excel spreadsheet with the email addresses.
   b. The column of email addresses should be titled simply, "Emails" (optional, but helpful).
   c. Highlight all the email addresses (including column title) then click **Insert** on the toolbar. Point to **Name** then click **Define.** See image below.



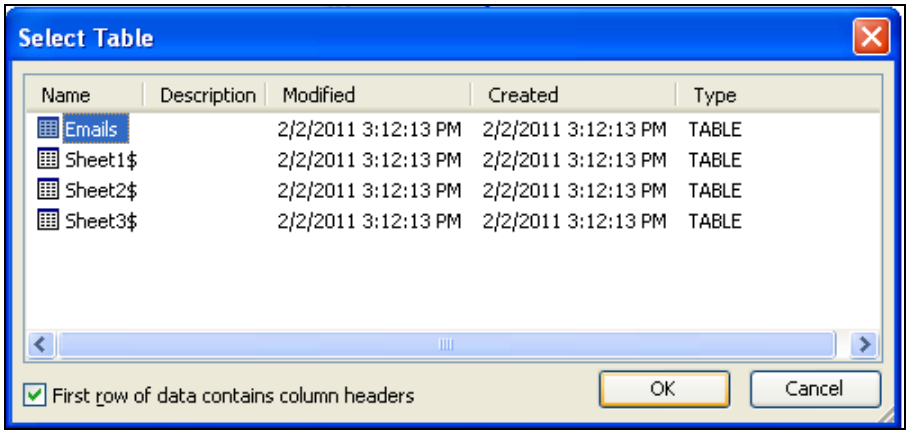

   d. Ensure the column title (in this case, **Emails**) appears under **Names in workbook.** Click **OK**. See image below.



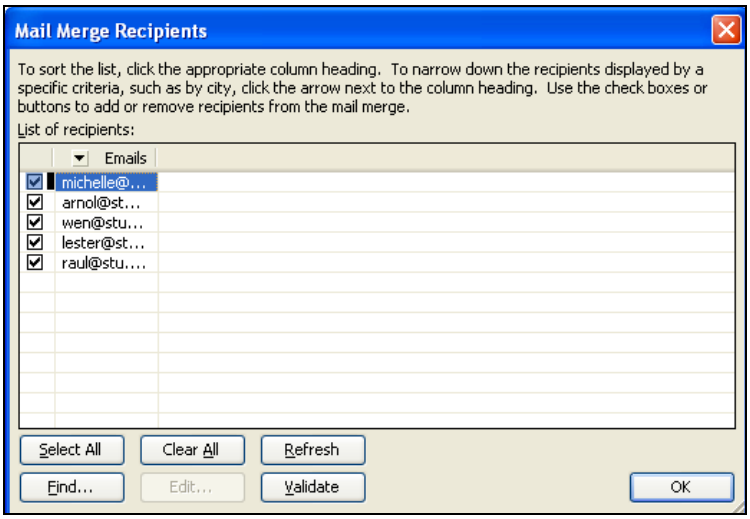

   e. Save the spreadsheet on the **Desktop** then close it.

3. Open a **Word Document** then compose your email message in a new document. Ensure the document is edited correctly.

a. After composing the email message, click **Tools** on the toolbar.
b. Point to **Letters and Mailings** then click **Mail Merge.**
c. The Mail Merge Wizard appears on the right of your document.
d. Select the **E-mail messages** radio button then click **Next: Starting document** at the bottom.
e. Click **Next: Select recipients** at Step 2.
f. Under **Use an existing list**, click "**Browse**…"
g. Locate the saved Excel spreadsheet with the email addresses, highlight it then click **Open.**
h. At **Select Table**, highlight **Emails** then click **OK**. See image below.

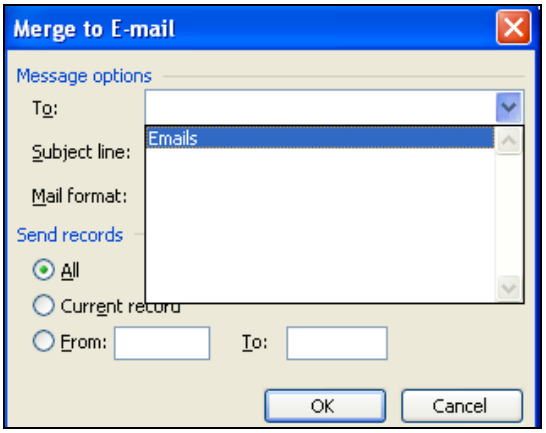



i. At **Mail Merge Recipients**, click **OK.** See image below.




j. Click **Next: Write your e-mail message**. (Any further refinement to the document is allowed here only).
k. Click **Next: Preview your e-mail messages.**

l. Click **Next: Complete the merge.**
m. Click **Electronic Mail.**
n. In **Merge to E-mail**, choose **Emails** from the drop down list at **To.** See image below.




o. Enter the e-mail's subject at **Subject.**
p. Ensure **Send records** is set to **All.**
q. Click **OK** when ready to send.
r. Sit back and relax while the emails are being sent!