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Start Mail Merge → Start a mail merge to create a form letter which you intend to print ore-mail multiple times, sending each copy to a different recipient. You can insert fields, such as Name or Address, which Word will replace automatically with information from a database or contact list for each copy of the form letter.

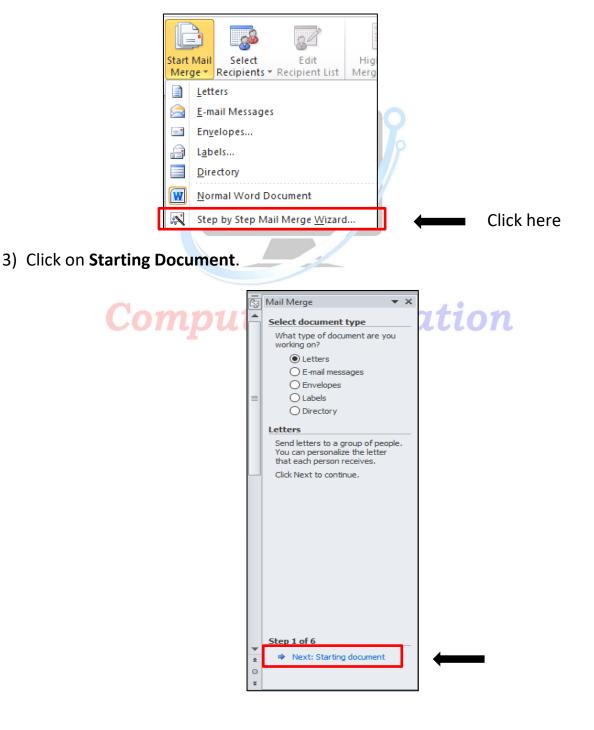
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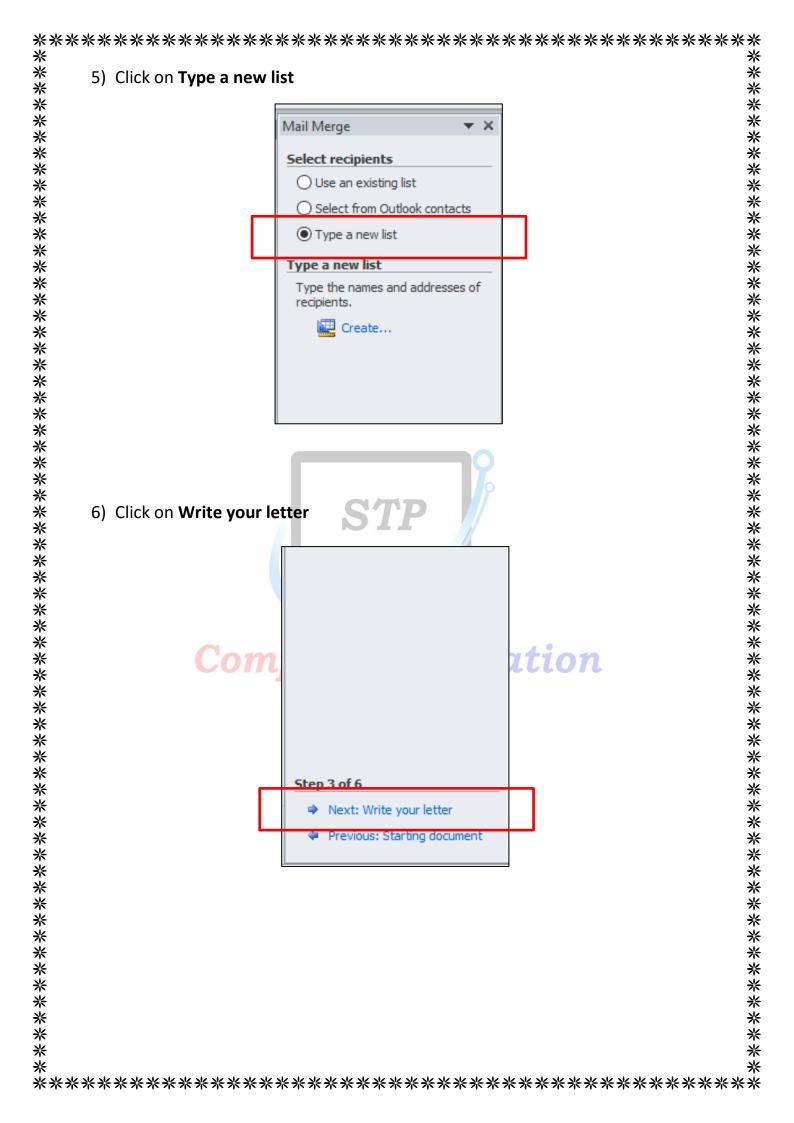
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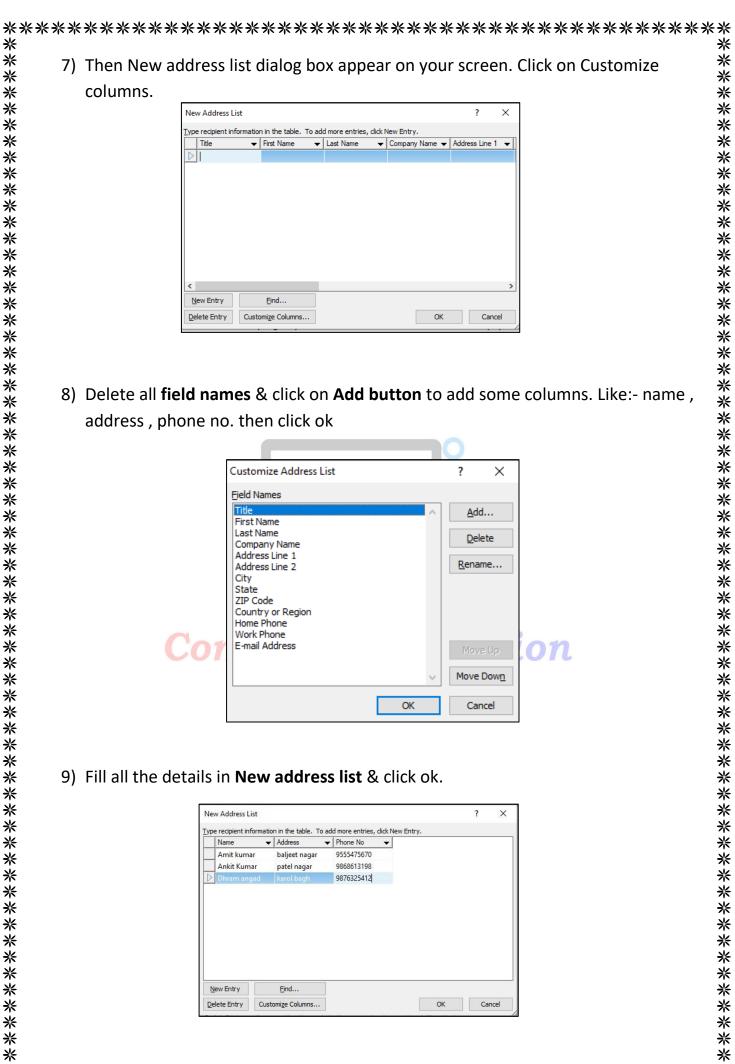
How to Use Start Mail Merge

- 1) Write down your letter. Leave the "NAME", "ADDRESS" and "MOBILE NO." in the letter blank.
- 2) Click on Start Mail Merge and select Step by Step mail merge wizard



	Mail Merge 🛛 🔻 🗙	
	Select starting document	
	How do you want to set up your letters?	
	Use the current document	
	 Start from a template 	
	 Start from existing document 	
	Use the current document	
Со	Start from the document shown here and use the Mail Merge wizard to add recipient information.	ion
Г	Step 2 of 6 Next: Select recipients	





* ⋇ * 尜 10) Save your New address list. 米 ∦ * ⋇ 👿 Save Address List X 米 ⋇ *** 💼 « Documents > My Data Sources \uparrow 7 Search My Data Sources New folder Organize • 855 · 0 * Date modified Name Туре This PC * * 3D Objects No items match your search. *** Desktop Documents 誓 Л Downloads ∦ * Ъ Music * Pictures **** Videos . Local Disk (C:) Local Disk (D:) ¢ * database V File name: **** Save as type: Microsoft Office Address Lists *** Save Tools Cancel Hide Folders ∦ ** ∦ 11) Check your Address list And Click on Ok. * ⋇ ∦ ? \times Mail Merge Recipients ** This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK. ** Data Source Name Address Phone No ☑ • • ∦ database.mdb ~ Amit kumar baljeet naga 9555475670 ****** ✓ database.mdb Ankit Kumar patel nagar 9868613198 ~ database.mdb Dhram angad 9876325412 karol bagh ∦ * Data Source Refine recipient list * database.mdb A Sort... ********** **** Filter... 🔄 Find duplicates... Find recipient... Validate addresses... **** ОК 米 ⋇ ⋇ 米 ⋇

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