

Mail Merging with Word 2016

Session Outline

Session Summary:	In this session, we create two mail merge documents. We create one document using data we create in Excel for emailing. In the second document, we download myCSUB query data and use filters to select specific information to merge in our document for mailing. In subsequent activities, we add conditional text and re-use the document for other purposes.		
Intended Audience:	Any CSUB Staff or Faculty		
Duration:	2.0 Hours	Format:	Presentation and Hands-On Activities
Prerequisites:	Familiarity with Microsoft Excel 2016		
Objectives:	We cover: <ul style="list-style-type: none">• Mail Merge Overview• Mail Merge Wizard• Personalized emails• Personalized letters using conditional text• Reusing mail merges		
Class Schedule:	For training schedule, please visit: Campus Training http://www.csub.edu/training/schedules/index.html		
Registration Information:	For registration, please use the Online Registration at: https://pstraining.csub.edu .		
For More Information:	Contact: Tammara Sherman at 661-654-6919 or tsherman@csub.edu .		

