

## Mail Merging with Word 2016



*Campus Training*  
Tammara Sherman  
training@csub.edu  
661-654-6919  
[www.csub.edu/training/tss/](http://www.csub.edu/training/tss/)

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 reuse the document for other purposes.

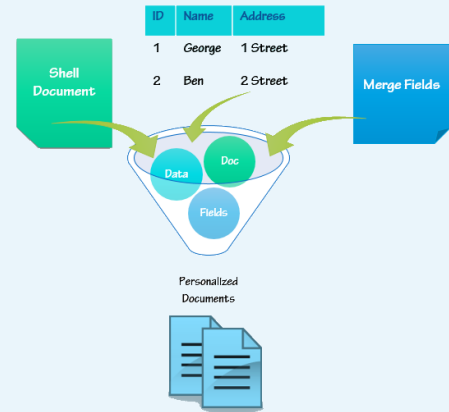
### Training Content

- Mail Merge Overview
- Mail Merge Wizard
- Personalized emails
- Personalized letters using conditional text
- Reusing mail merges

### Mail Merge Overview

3 Elements needed to mail merge.

1. Shell document or form letter
2. Data Source, such as Excel list
3. Merge Fields ( columns from Excel list)



### Mail Merge Steps



To learn more or refresh your memory on the topics covered, please refer to the following GCF LearnFree.org tutorials.

Doing more with Word

Lesson 30: Mail Merge

# Where to Get Help on Excel 2016

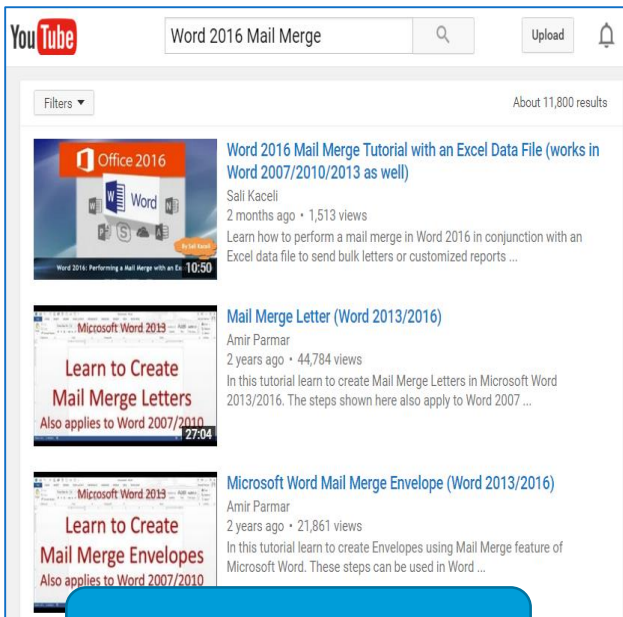
Numerous resources for Word 2016 are available on the web.

## GCF LearnFree.org

Provides great step-by-step instructions and videos from basic to advanced users.



The screenshot shows the GCF LearnFree.org website. At the top, there is a navigation bar with 'Home', 'All Topics', and 'Word 2016'. Below this, the main heading is 'Word 2016'. A brief description follows: 'Word 2016 is the word processing application in the Microsoft Office 2016 suite. Learn how to use Word 2016's powerful tools for creating professional and eye-catching documents both for print and online sharing in this tutorial. Updated: February 09, 2016'. There are social media icons for Facebook, Twitter, YouTube, and LinkedIn. Below the description, there are two rows of topic cards. The first row includes 'Getting Started with Word', 'Understanding OneDrive', 'Creating and Opening Documents', and 'Saving and Sharing Documents'. The second row includes 'Text Basics', 'Formatting Text', 'Using Find and Replace', 'Indents and Tabs', and 'Line and Paragraph'. A large blue button with the text 'GCF LearnFree.org' is overlaid on the bottom right of the screenshot.



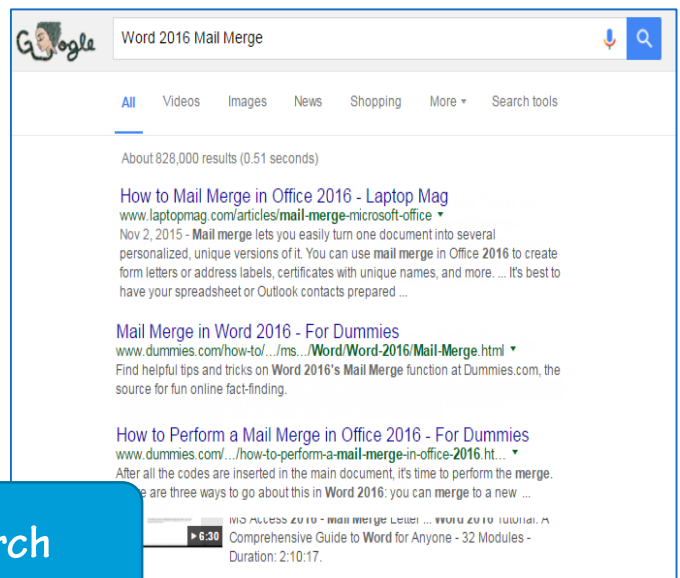
The screenshot shows a YouTube search for 'Word 2016 Mail Merge'. The search bar at the top contains the text 'Word 2016 Mail Merge' and shows 'About 11,800 results'. Three video results are visible. The first is 'Word 2016 Mail Merge Tutorial with an Excel Data File (works in Word 2007/2010/2013 as well)' by Sali Kaceli, posted 2 months ago with 1,513 views. The second is 'Mail Merge Letter (Word 2013/2016)' by Amir Parmar, posted 2 years ago with 44,784 views. The third is 'Microsoft Word Mail Merge Envelope (Word 2013/2016)' by Amir Parmar, posted 2 years ago with 21,861 views. A large blue button with the text 'YouTube' is overlaid on the bottom right of the screenshot.

## YouTube

Provides great videos from basic to advanced users.

## Search Engines

Provides great videos, forums, and instructions from basic to advanced users.



The screenshot shows a Google search for 'Word 2016 Mail Merge'. The search bar at the top contains the text 'Word 2016 Mail Merge' and shows 'About 828,000 results (0.51 seconds)'. Three search results are visible. The first is 'How to Mail Merge in Office 2016 - Laptop Mag' with the URL 'www.laptopmag.com/articles/mail-merge-microsoft-office'. The second is 'Mail Merge in Word 2016 - For Dummies' with the URL 'www.dummies.com/how-to/.../Word/Word-2016/Mail-Merge.html'. The third is 'How to Perform a Mail Merge in Office 2016 - For Dummies' with the URL 'www.dummies.com/.../how-to-perform-a-mail-merge-in-office-2016.ht...'. A large blue button with the text 'Google Search' is overlaid on the bottom right of the screenshot.

Google Search