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#### Mail Merge Tutorial - MSU Texas

2.) Prepare Your Letter In Microsoft Word. When Creating A Letter, It's A Good Idea To Insert A Placeholder Where The Information From The Mail Merge Will Be Placed, Ie [Address], [Amount]. 3.) Under "Mailings" In Microsoft Word Click On 'Start Mail Merge' And Click On 'Step By Step Mail Merge Wizard.' Jun 1th, 2024

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How To Create An E-mail Merge Using Microsoft Outlook 2010 \*Note: Just Like In Word 2007, Word Is The Only Editor In Outlook 2010 (by Default). 1. Open Up Word 2010. Create A New E-mail Message In Word. Now You Are Ready To Begin The Merge By Selecting The "Mailings" Tab In The Ribbon. 2. May 1th, 2024

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Lesson 5: Mail Merge And Related Operations 135 The First Thing Word Wants You To Do Now Is Give The Data Source Document A Name, So On The Screen You Are Presented With The Save As Dialog Box. Call The Data Source Document FieldTrip And Click On Save To Save The File In The Mergedocs Folder On Your WorkDisk Now You Are Advised In The Word Dialog Box (Fig. 5.5) That Your Data Source Jun 1th, 2024

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