

MS Word - Mail Merge to Email

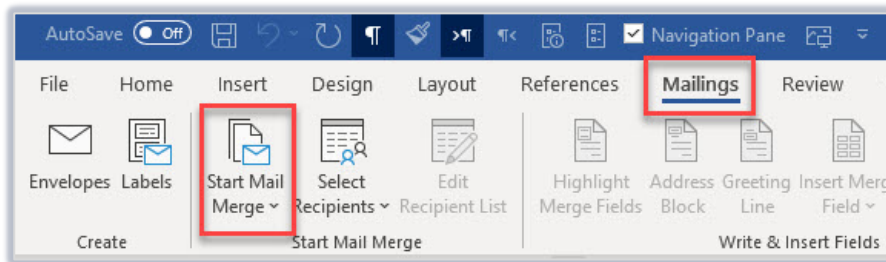
What is mail merge to email?

Word's **Mail merge to email** tool allows you to:

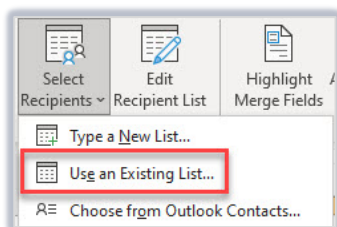
- Create personalised emails from a Word mail merge.
- Automatically send each email each via Outlook desktop app (as long as your data source contains emails).

Using mail merge to email

1. Open **Word**.
2. Click the **Mailings** tab, then click **Start Mail Merge**.



3. Select **Email Messages** from the list.
4. Click **Select Recipients**.



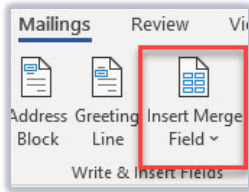
- Click **Use an Existing List...** to browse to your data source file, often an Excel file.
This contains the mail merge data for each email, such as names and contact information.
- Click **Open**.



You can click **Edit Recipient List** to check that the correct recipients are ticked. If there is a recipient you do not wish to include in the merge, you can untick their row in the list.

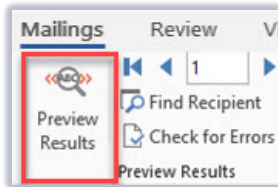
5. Type the content of your email message.

- When you want to personalise the email with data from your recipient list, click the **Insert Merge Field** icon and select the field you require.

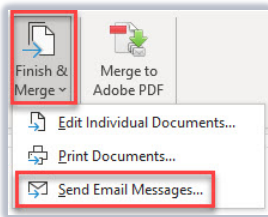


In your document, the inserted fields will show chevrons << >> around the field names. These fields link to your data source file, where Word will pull in their personalised details.

6. Click **Preview Results** to check that the merged documents look correct.

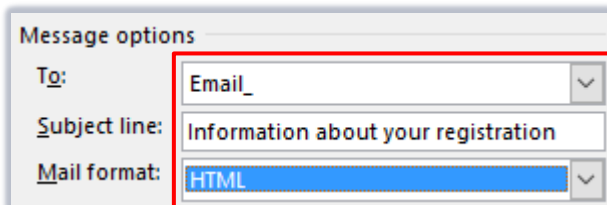


7. Click **Finish & Merge**, then **Send Email Messages...**



- For **To:** Select the field that contains recipient email addresses.
- For **Subject line:** Type the email subject line (this will be the same for all recipients).
- For **Mail format:** Select **HTML** if you want to preserve text formatting that you have applied, otherwise choose **Plain Text**.

Note: If you select Attachment, the body of the email will be blank, and your mail merge document will be attached. This may confuse the recipients.



8. Select the range of recipients.

9. Click **OK**.



If **Outlook** is not already open and you selected to send automatic emails, you will be prompted to select the email profile you wish to use to send emails. Select a profile and click **OK**.

10. When the merge has finished, make sure you close **Word** before beginning any new mail merges.

Viewing merge to email results

How do I view the emails?

In **Outlook**, you can click **Sent Items** to view the emails generated by the mail merge.

Additional options

Can I Cc/Bcc the automatic emails to someone else?

Unfortunately, it is not possible to customise the mail merge to the email process any further. However, you can select multiple emails in your **Outlook Sent Items** folder, right-click on the selection and **Forward** the batch as required.

Can I add an attachment to the mail merged emails?

Word's mail merge to email tool does not allow you to add attachments to the personalised emails.

Suppose you want to include another document with your mail merged emails. In that case, one possible option is to upload the document to SharePoint and include a hyperlink within the body of your email (ensuring that the recipients have permission to view the file). Alternatively, attach a mail merge to PDF file to your email. See our [MS Word – Mail Merge to PDF](#).

Further information and help

Use MyIT to log calls with the IT Service Desk: <https://myit.abdn.ac.uk>