Kennesaw State UNIVERSITY®

University Information
Technology Services

Using Word 2011®
at
Kennesaw State University

Mail Merge

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

Copyright© 2012 - University Information Technology Services
Kennesaw State University

This document may be downloaded, printed, or copied, for educational use, without further permission of the University Information Technology Services Department (UITS), provided the content is not modified and this statement is not removed. Any use not stated above requires the written consent of the UITS Department. The distribution of a copy of this document via the Internet or other electronic medium without the written permission of the UITS Department is expressly prohibited.

Published by Kennesaw State University

The publisher makes no warranties as to the accuracy of the material contained in this document and therefore is not responsible for any damages or liabilities incurred from its use.

This document is an independent document and has not been authorized, sponsored, or otherwise approved by Apple®, Inc. or the Microsoft® Corporation.

Office 2011, Word, Excel, and PowerPoint are registered trademarks of the Microsoft Corporation.

Mac and Macintosh are registered trademarks of Apple, Inc.

Table of Contents

Opening the Mail Merge Manager 5
Using Mail Merge to Create a Letter 5
Using Mail Merge to Create Labels 9
Using Mail Merge to Create Envelopes 13
Generating Email Messages 17
Additional Support 21
Appendix A: Setting Up Outlook 22

Introduction

Office 2011® has been designed specifically for the Mac® computer. Each Mac at Kennesaw State University includes the following *Office 2011* products: *Word®, Excel®,* and *PowerPoint®*. These packages will help you to develop useful documents, manage data, and create powerful presentations. This booklet, recommended for intermediate-level Macintosh® users, has been developed to help you use the Mail Merge feature with Word 2011.

Learning Objectives

The learning objectives in this document include:

- Having the ability to open the Mail Merge Manager.
- Knowing how to use Mail Merge Manager to create the following:
  - *Letters*
  - *Labels*
  - *Envelopes*
  - *Email Messages*

Opening the Mail Merge Manager

The following explains how to open the *Mail Merge Manager* that will be used to create a mail merge.

1. From the menu options at the upper-left area of the screen, click *Tools*.
2. In the menu that appears, click *Mail Merge Manager*.
3. The *Mail Merge Manager* will appear on your screen (see *Figure 1*).

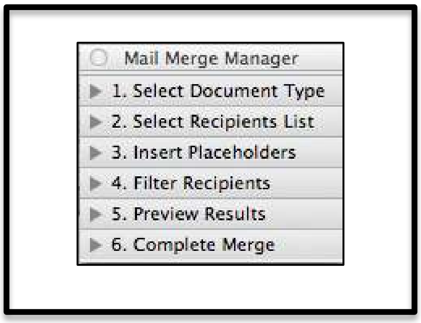
Mail Merge Manager
1. Select Document Type
2. Select Recipients List
3. Insert Placeholders
4. Filter Recipients
5. Preview Results
6. Complete Merge

Figure 1 – Mail Merge Manager

Using Mail Merge to Create a Letter

The following explains how to use Mail Merge to create a letter.

1. If you don't see the *Create New* button (see *Figure 2*), allow your mouse pointer to hover over "*1. Select Document Type*" in the *Mail Merge Manager* and click once.

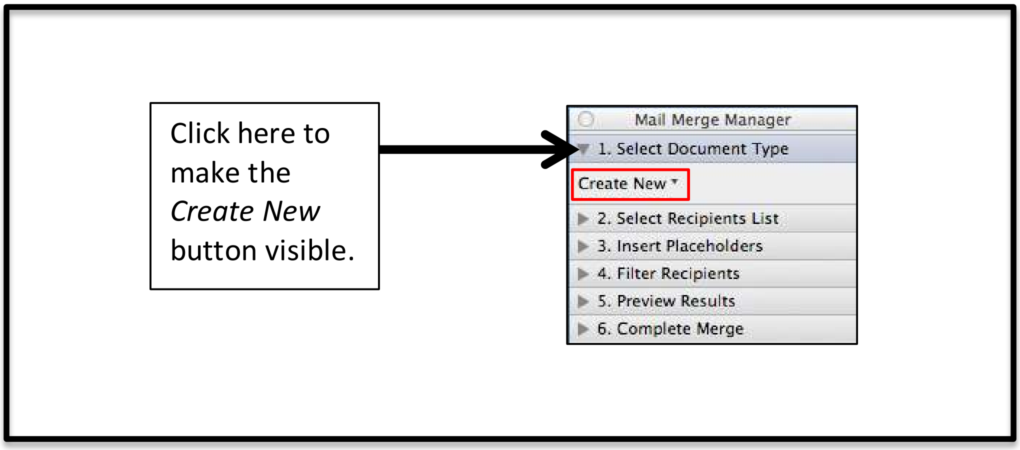
Click here to make the *Create New* button visible.
Mail Merge Manager
1. Select Document Type
Create New
2. Select Recipients List
3. Insert Placeholders
4. Filter Recipients
5. Preview Results
6. Complete Merge

Figure 2 – Mail Merge Manager

Click here to download full PDF material