



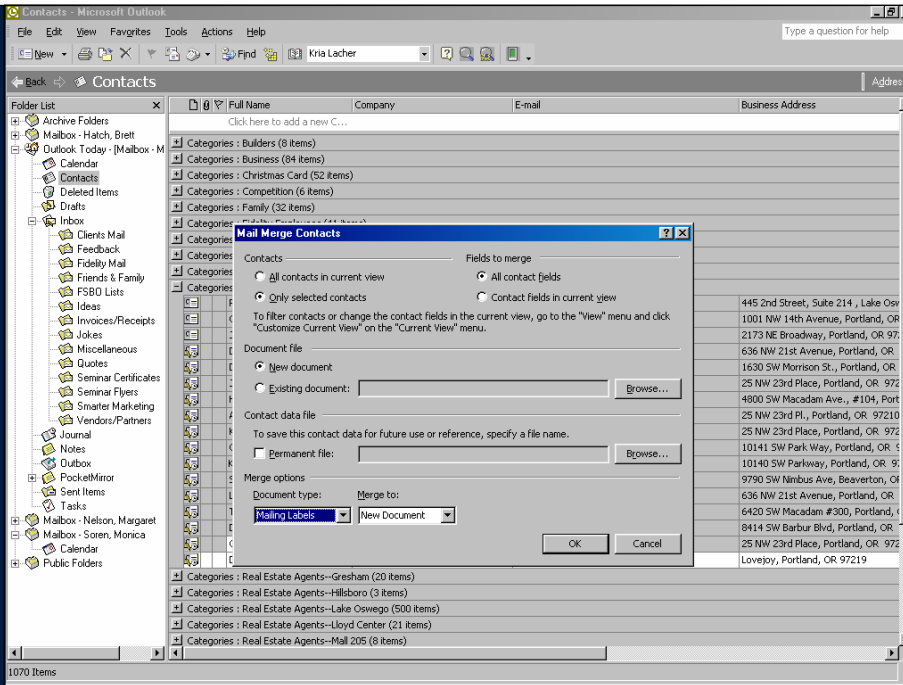
# **MAIL MERGE**

How to mail merge from Microsoft Outlook 2002.

# MAIL MERGE

## How to mail merge from Microsoft Outlook 2002.

### STEP 1:



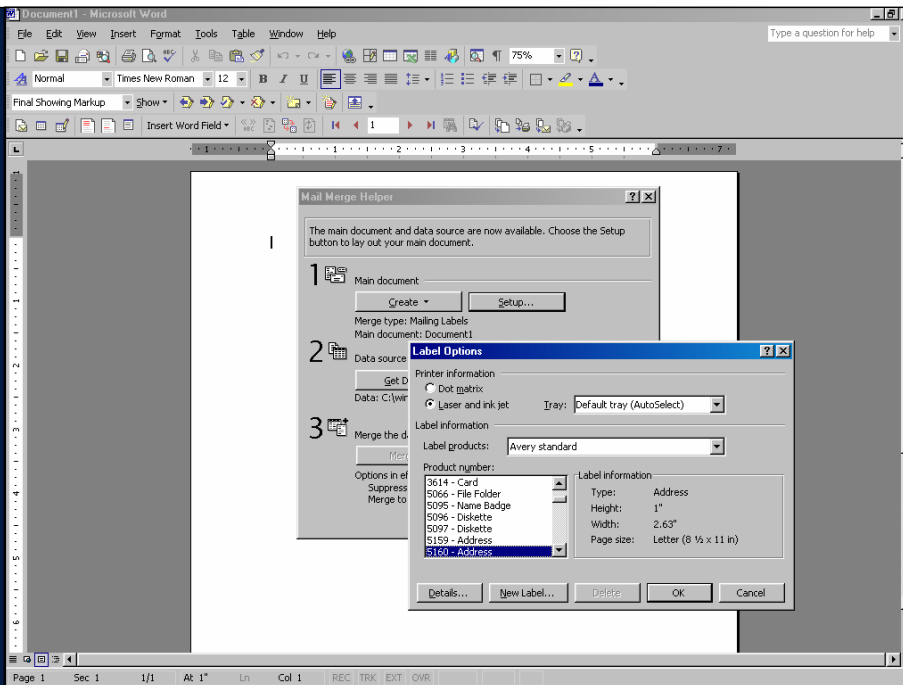
### Step One:

In Outlook, first select contacts to merge and click Tools/Mail Merge.

In the Mail Merge dialogue box, select **Only Selected Contacts, All Contact Fields, New Document, and Mailing Labels**. See screenshot.

Click OK.

### STEP 2:



### Step Two:

Click Setup in Section 1 of the Mail Merge Helper. Choose Avery 5160 for the standard 3x10 labels.

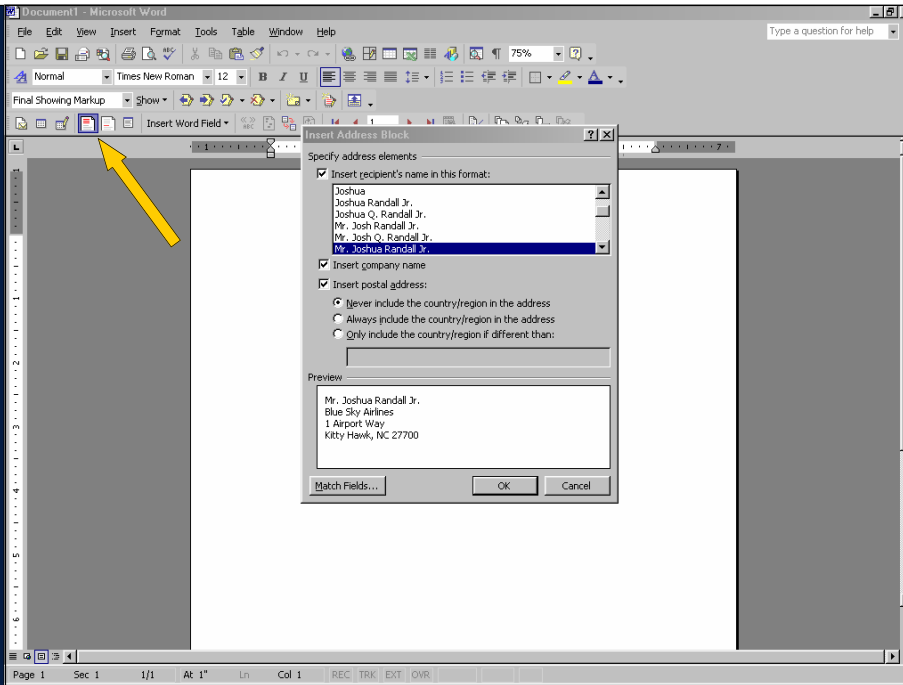
Click OK.

Close the Mail Merge Helper.

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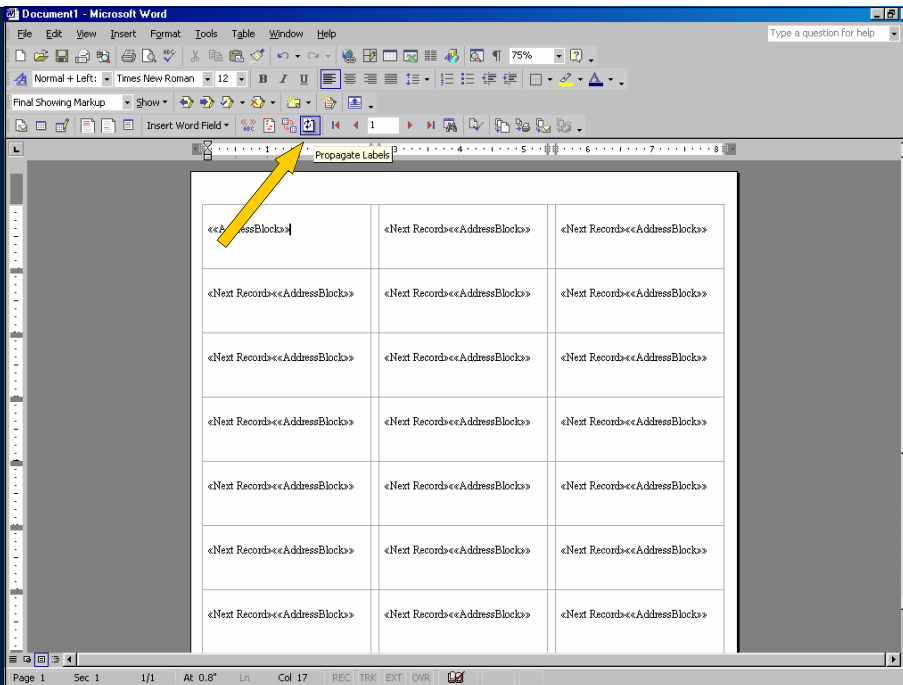
### STEP 3:



### Step Three:

Click the **Insert Address Block** button and choose preferred name format. Click OK.

### STEP 4:



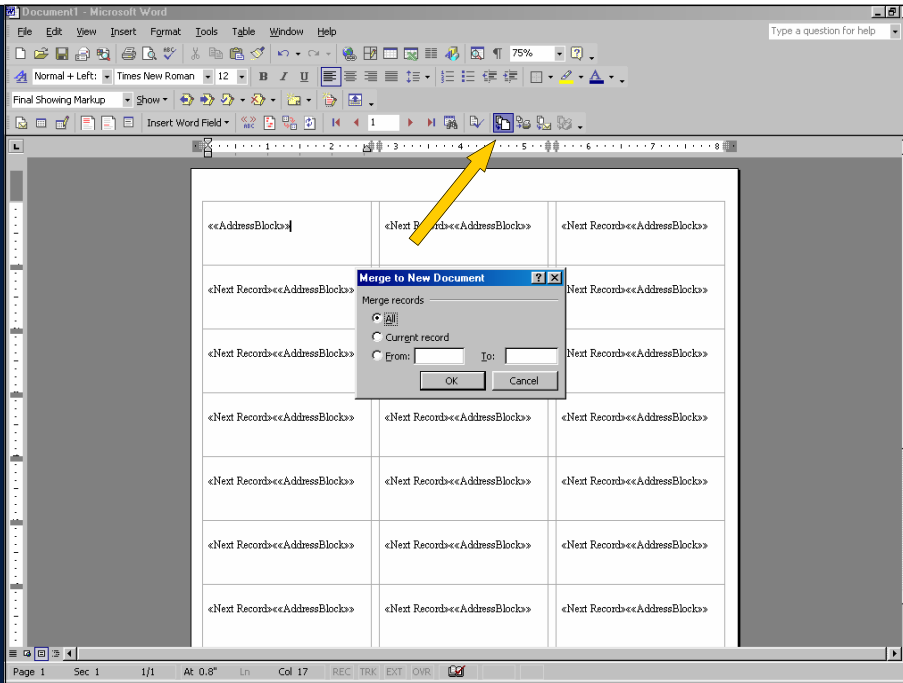
### Step Four:

Once label fields are set up, click **Propagate Labels** button.

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## STEP 5:



**Step Five:**

Click the **Merge To New Document** button and click OK.

You may now modify the labels and print.

For more help, contact your Business Development Team!



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