

# Download Microsoft Word Mail Merge Guide

Step 3: Insert a merge field. You can insert one or more mail merge fields that pull the information from your spreadsheet into your document. To insert an address block for an envelope, a label, an email message, or a letter. On the Mailings tab, in the Write & Insert Fields group, choose Address Block. How to Mail Merge in Microsoft Word - Using Mail Merge Go to the place in which you want to insert contact information. Click Insert Merge Field. Select a type of information. Add other information where necessary. Click Finish & Merge. Select a merge option. Follow the on-screen instructions. Mail merge lets you create a batch of documents that are personalized for each recipient. For example, a form letter might be personalized to address each recipient by name. A data source, like a list, spreadsheet, or database, is associated with the document. In this guide, we will show you how to use the mail merge feature in MS Word. Using Mail Merge in Microsoft Word. Open a new Document, a template or an existing main document in Word to get started. Go to the “Mailings” menu and on the ribbon, click the “Start Mail Merge” arrow to expand. Select the last option “Step-by-step...” to start the mail merge wizard.