Mail merge for E-MAIL (announcements, notices, etc)

These instructions are based on the use of Microsoft Outlook e-mail program. The instructions below will automatically send the e-mail from the primary e-mail account in your Outlook. To ensure you'll be sending from the correct account, do the following:

To check to see what your primary account is, go to "File" and then click on the box labeled "Account Settings", then "Account Settings" below that.

A box will appear with all e-mail addresses utilizing this Outlook program listed. One of them will say "send from this account by default" in parenthesis to the right. If that is the e-mail address you wish to send from, you're ready to follow the steps below.

If the e-mail address you wish to send from is a different one, click once on the desired e-mail and click "Set as default" (just above the list of e-mail addresses). This will change the default e-mail to the one selected. You are now ready to follow the steps below.

The below instructions are for using the mail merge function of Microsoft Word to send e-mails to multiple recipients so that each receives a personalized e-mail without the "group" feel of either multiple e-mail addresses in the "To" field or nothing in the "To" field.

The instructions/graphics here are specific to Word 2007. If you're system has Office 2007, 2010, 2013, 2016 or "Office 365" these instructions will make sense (the variations are minor).

The instructions here use the presumption there is an Excel spreadsheet with all the names/e-mail addresses (and sometimes other information) of the person(s) you want included.
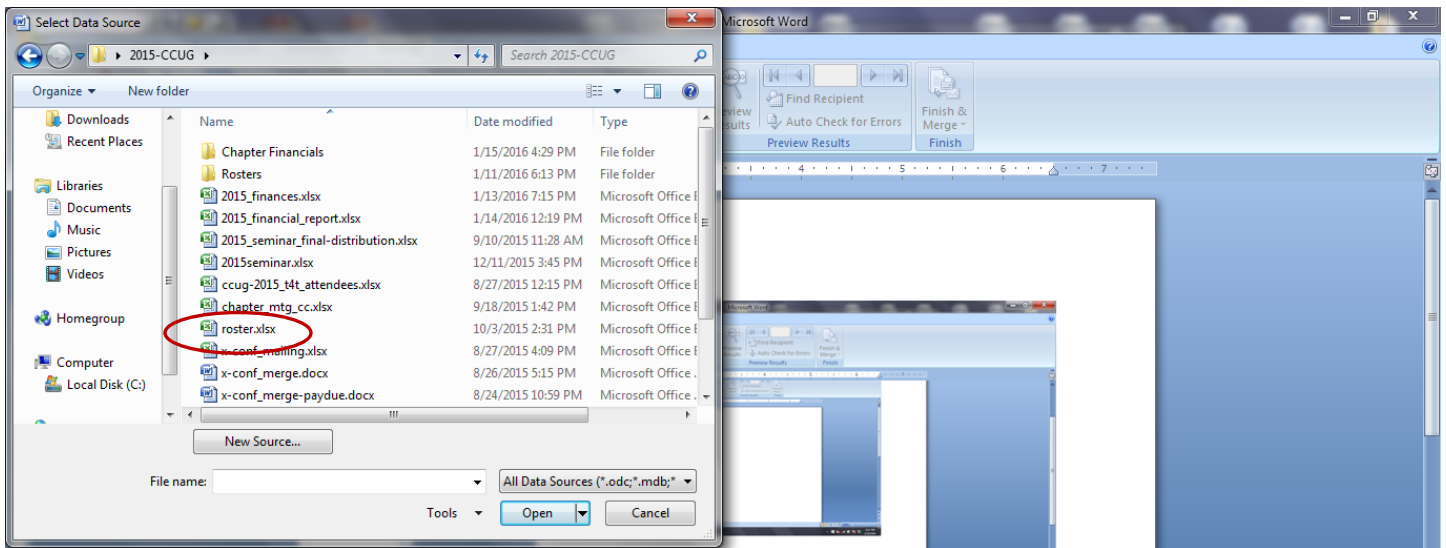
*Start with a blank Word document and select the "Mailings" tab from the ribbon.*
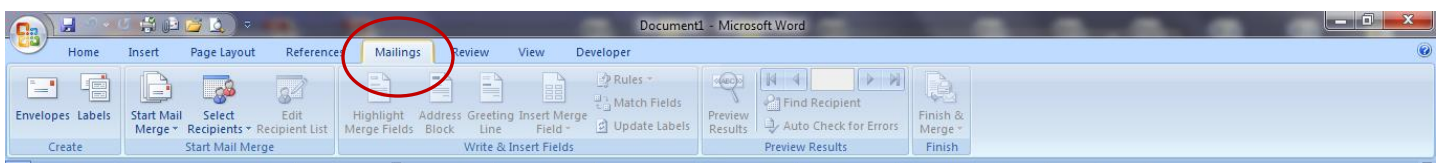
From the options below, click on "Select Recipients", then "Use Existing List"
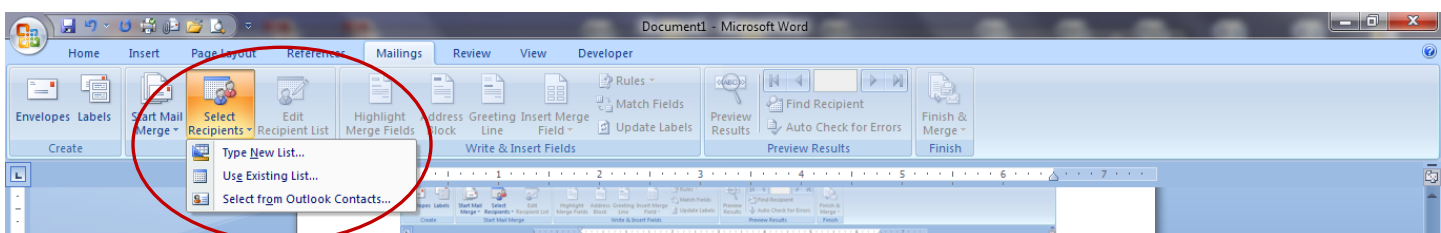
*Select the Excel file from which you intend to pull information*

If there's more than one page (sheet) to your Excel file, you will be asked to select the sheet(s) you want to pull from (the Excel default is three sheets, so if you didn't delete/name any, select "Sheet1" to use the first sheet).
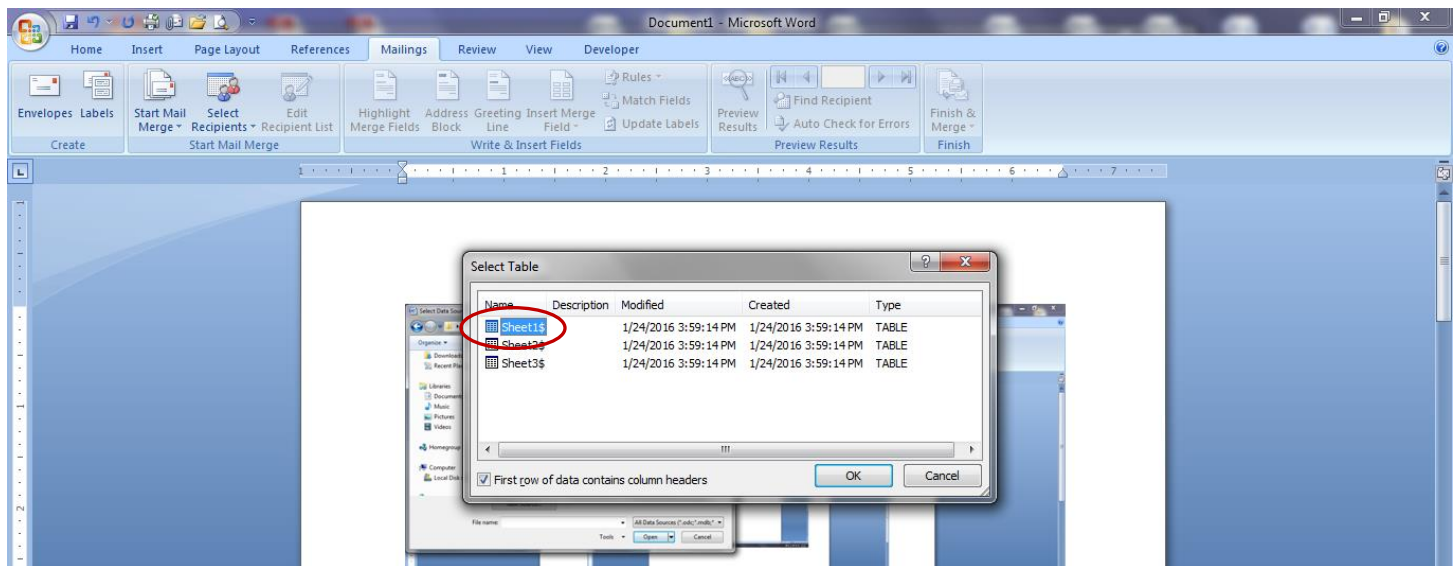
If you wish to personalize the body of your e-mail, type whatever message you want to include and then place your cursor where you want the personalized information inserted. Select "Insert Merge Field" and select the column from the Excel file that has the information you want to include.
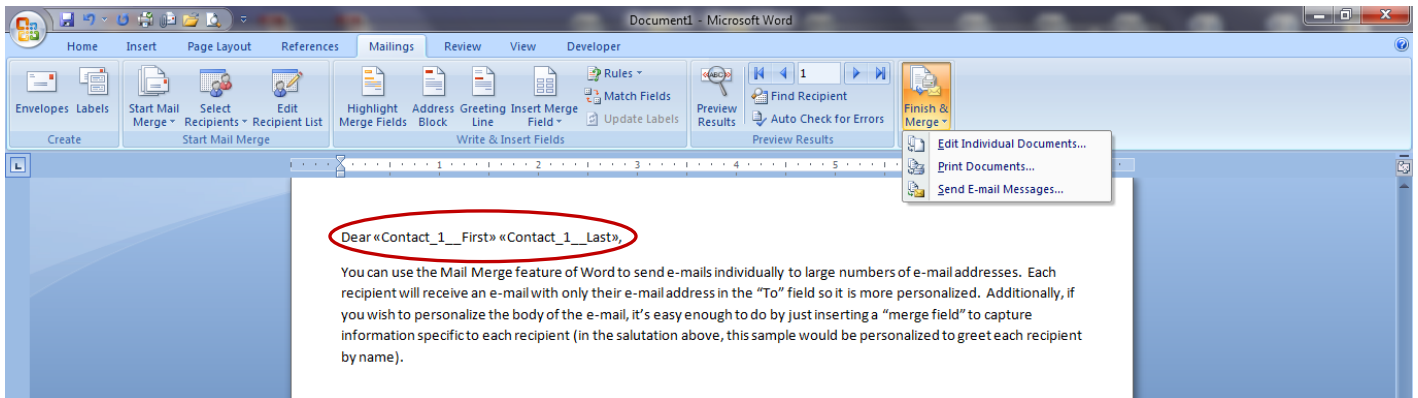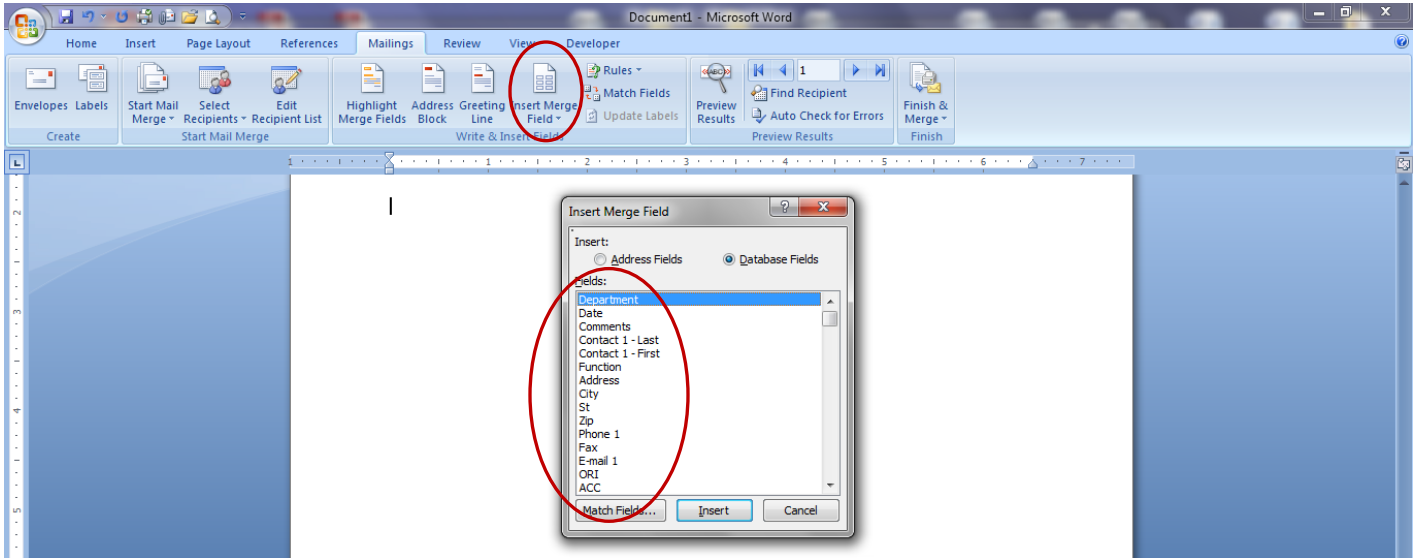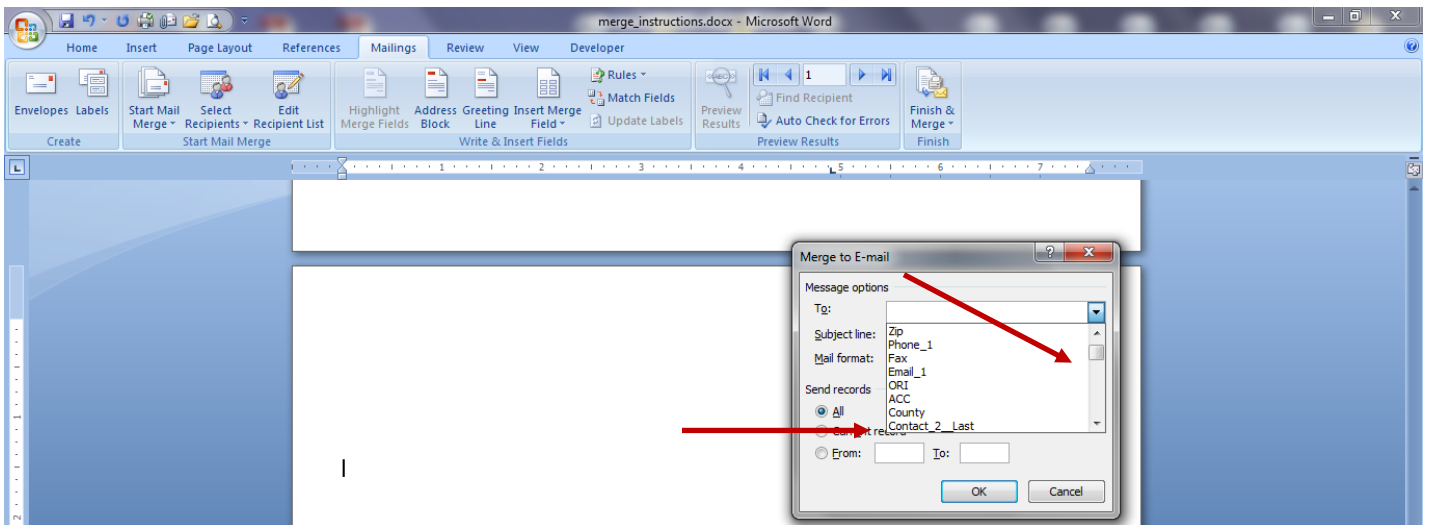

Once your document is ready to send, click on "Finish & Merge", then click on "Send Email Messages"
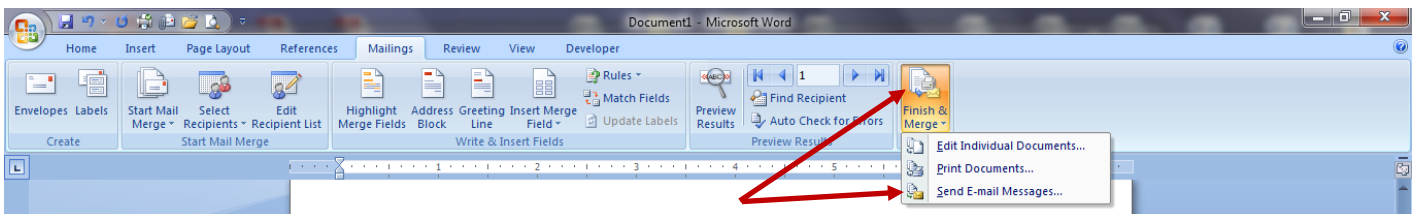
In the box that appears, enter the text you want to appear in the "Subject" line.
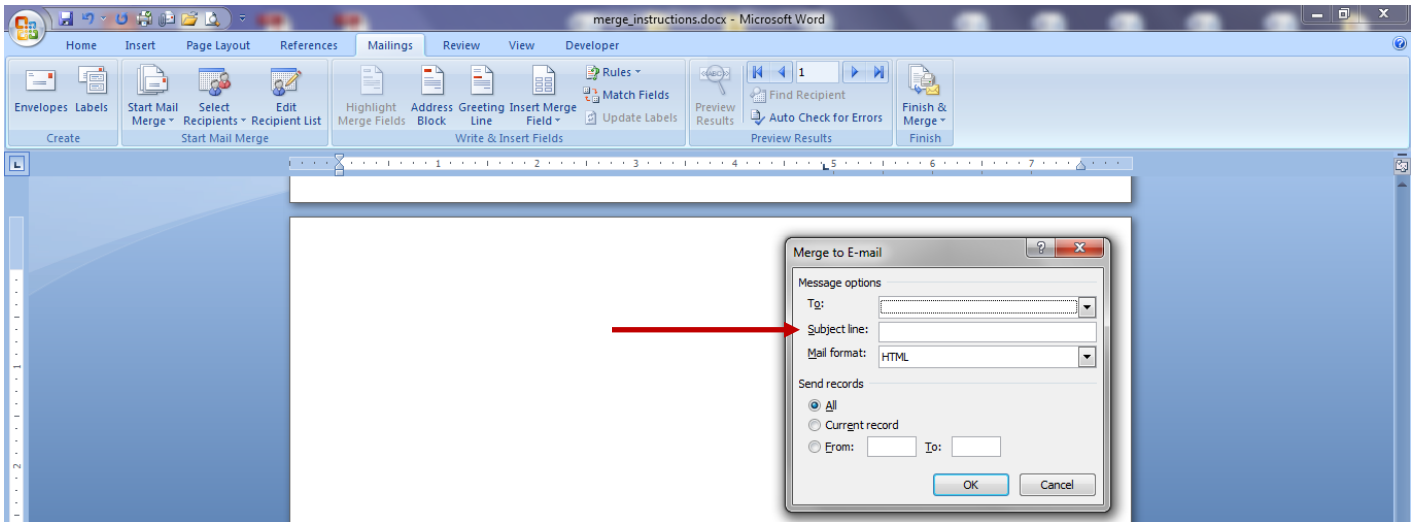
Using the drop-down arrow, select the column in your Excel worksheet that contains the e-mail addresses you want to send to (if only one column is named e-mail, it will default to that column)

Click "OK" and the e-mails will be sent as an individual e-mail to each person in your list.

You might want to do a test by adding a tab (or using one of the other tabs in your Excel file) with just your own information entered so the e-mail goes only to you. You can then change the sheet you are using (follow select recipients instruction). If the e-mail you receive appears as you want it to, go back and select the tab you want to send from.