## Outlook 365 Mail Merge

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## **Table of Contents**

## Merge from Outlook - Labels or Envelopes

1. Select the contacts you wish to merge.

Tip! To select many contacts at the same time:

If the names are next to one another on the list:

Click on the first name and Shift + click the last.

If the names are not next to one another on the list:

Click on the first name and Ctrl + click each subsequent name. Ctrl + click also deselects names.

- 2. Select Home, Mail Merge on the menu bar.
- 3. Select the following options on the Mail Merge Contacts dialog box:
  - a. Only selected contacts (unless you want all the visible contacts merged)
  - b. All contact fields (this doesn't mean you need to use all contact fields, it just means all of them will be available IF you want to use them).

Mail	Merge Contacts
Contacts	Fields to merge
○ <u>A</u> II contacts in current view	All contact <u>f</u> ields
Only selected contacts	Contact fields in current view
To filter contacts or to change the colum View, and then choose a command. Document file	ins in the current view, on the View tab, point to Current
New document	
O <u>E</u> xisting document:	<u>B</u> rowse
Contact data file	
To save this contact data for future use o	or reference, specify a file name.
Permanent file:	B <u>r</u> owse
Merge options	
Document type: Merge to:	
Mailing Labels Vew Documer	nt 🗸
	OK Cancel

- 4. Select New Document.
- 5. Select Document Type: Mailing Labels.
- 6. Click **OK**.

The following message on the screen.

	Microsoft Word
6	Outlook created a mail merge document and prepared your contact data for you. To complete the setup for Mailing Labels, press the "Setup" button in section 1 of the MailMerge helper dialog.
	ок
	Was this information helpful?

7. After you click **OK**, select **Setup** on the Mail Merge Helper Dialog box.

	Mail Merge Helper ? ×						
The main document and data source are now available. Choose the Setup button to lay out your main document.							
	Main document <u>C</u> reate ▼ <u>Setup</u> Merge type: Mailing Labels Main document: Document12						
2 🖿	Data source   Get Data  Edit    Data: C:\Users\\OMM1.doc						
3 ₪	Merge Query Options Options in effect: Suppress Blank Lines in Addresses Merge to new document						
	Cancel						

8. Choose the Label vendor, Product Number and whether you want manual or Automatically Select printing or a specific print tray. Click OK.

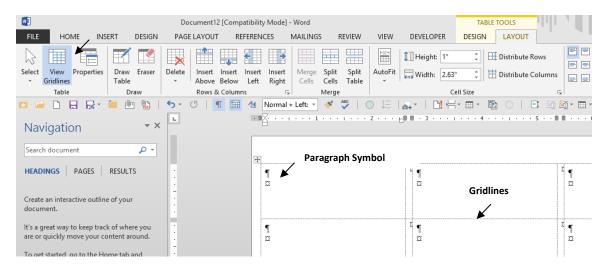
Label Options ?									
Printer information ○ <u>C</u> ontinuous-feed printers ● Page printers <u>I</u> ray: Default tray ♥ Label information									
Label vendors: Avery US Letter									
5152 Flexible Name Badge Labels     5153 Print or Write Flexible Mini Name Badge Labels     5154 Print or Write Flexible Mini Name Badge Labels     5155 Easy Peel Return Address Labels     5159 Mailing Labels     5160 Easy Peel Address Labels	Type: Easy Peel Address Labels Height: 1" Width: 2.63" Page size: 8.5" × 11"								
Details New Label Delete OK Cancel									

9. Select Edit, Mailing Label.

	Mail Merge Helper ? ×						
The main document and data source are now available. Choose the appropriate Edit button to work on either one.							
1 📖	Main document						
	<u>Create + Edit +</u>						
	Mailing Label: Document12						
2 🖬	Data source						
~	<u>G</u> et Data ▼ E <u>d</u> it ▼						
	Data: C:\Users\\OMM1.doc						
3吋	Merge the data with the document						
-	Merge Query Options						
	Options in effect: Suppress Blank Lines in Addresses						
	Merge to new document						
	Close						

5

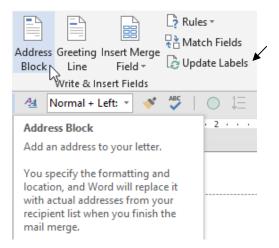
- Tip!If you cannot see the layout of your table (because table gridlines are not shown) selectView Gridlines on the Table Tools Layout tab.
- Tip!Also notice the paragraph symbol in the upper left corner of the first label.Delete the paragraph symbol if you want your label to have more room for text.



Tip!The first column always prints too far to the left. To prevent this:Select the first column and drag the left indent for the first column only, slightly to the right.

w				Do	cument1	2 [Comp	patibility	/ Mode]	- Word						
FILE	HOME	INSERT	DESIGN	PAGE	E LAYOUT	RE	FEREN	CES	MAILINGS	S R	EVIEW	VIEW	DEVELOP	ER DE	ESK
2							¢	•				►×=	🗓 Height:	1"	*
Select	View Propert Gridlines	ties Draw Table		Delete ~	Insert Above	Insert Below	Insert Left	lnsert Right	Merge Cells	Split Cells	Split Table	AutoFit ~	🕞 Width:	2.63"	*
	Table	D	raw		Rows 8	k Colum	ns	E.		Merge				Cell Siz	ze
_	igation	· 📶 🛛	• 🖭   • ×	<b>F</b>	0	ſ	<u>4</u> 4 ↓ #	Normal	Left In		e first co ⁄ Selec	olumn of t first col	ngle to the the table. umn by po rour mouse	inting to t	
HEADI		I						α					r ¤		
docum	an interactive ou ent. eat way to keep	,		•				ſ					ξ <sub>¶</sub>		

10. Select individual fields or the Address Block for the top left label (see Merging letters to insert Fields or Address Block).



- 11. When the top left label looks perfect, click update labels to copy those fields to all other labels.
  - Imp! If you need to make changes to your labels, always change the one in the top left corner only and then select Update Labels to copy the changes to all the other labels.

REN	ICES MAILINGS	REVIEW VIEW	DEVELOPER	DESIGN	LAYOUT			
dre	ss Greeting Insert Merge Line Field + Write & Insert Fields		Preview	1 Recipient tk for Errors Results	► Finish & Merge * Finish			
<u>4</u>	Normal + Left: 👻 💉	ABC   🔘 🏣   g	a,		0   🖪 🖉	🏹 - 🗉 - 🍞   👭	ab Gac	Ô,
• #	· · · · · · · · · · · · · · · · · · ·	Update Labels If you are creating la the labels in the doc information from th	ument to use	4	· · · · 5 · · #	難 ・・・6 ・・・1 ・・	· 7 · · · I · · · 8 #	
	«AddressBlock»	For a mail merge to or e-mail, this comr necessary.		rd»¶		<sup>⊄</sup> «Next Record»¶ ¤		¤
	«Next∙Record»¶ ¤		¤ «Next∙Reco	ord»¶		<sup>¤</sup> «Next∙Record»¶ ¤		α

Notice update fields puts the Address Block in all of the other labels and it removes the extra paragraph symbol as well.

«AddressBlock»¤	x «Next Record»«AddressBlock»¤	«Next Record»«AddressBlock»¤
«Next Record»«AddressBlock»¤	¤ «Next Record»«AddressBlock»¤ 3	≪Next Record≫«AddressBlock»¤
«Next Record» «AddressBlock»¤	x «Next Record» «AddressBlock»»	«Next Record» «AddressBlock»¤



12. Select **Preview Results** to make sure everything looks good.

<b>+</b>	Nick & Robin Rylander¶ 30922 East 103rd Street¶ Tulsa, OK 74137¤	r	Eric & Suzanne Rylander¶ 2-Oak Street¶ San Mateo, CA+98010¤	χ	Alex Rylander¶ Perham Hall - Room 604¶ 1624 · NE · Colorado · Street¶ Pullman, ·WA ·99163¤	α
	Stephen Rylander¶ 46105 N. 27th¶ Waco, TX-76708¤	X	¤	r	۵	α

- 13. Save your labels.
- 14. Select Finish and Merge, Edit Individual Documents. Click Ok on the Merge to New Document box. Congratulations, you successfully navigated the Outlook to Word Merge for Labels!

	Merge to New Document ? ×
Finish & Merge •	Merge records
Edit Individual Documents	
Print Documents Send Email Messages	OK Cancel