

# Using mail merge to send e-mail messages to your applicants

Follow these steps to perform a mail merge to e-mail.

## Getting started

### **Microsoft Office Word 2007 and Microsoft Word 2010**

On the **Mailings** tab, click **Start Mail Merge**, and then click **Step by Step Mail Merge Wizard**. The **Mail Merge** task pane appears.

## Step 1 of 6: Select document type

1. Under **Select Document Type**, click **E-mail Messages**.
2. Click **Next: Starting Document**.

## Step 2 of 6: Select starting document

1. Under **Select starting document** are three choices: **Use the current document**, **Start from a template**, and **Start from existing document**. When you click each option, additional information about the option appears in the task pane.
2. Click **Next: Select Recipients** to continue.

## Step 3 of 6: Select recipients

1. Select **Use an existing list**, click **Browse** to locate and choose your file (the Excel file from your Applicant List Report that you already exported from PeopleAdmin). Click **Edit recipient list** to modify the address list after it is created. (You may choose to send different emails depending on the applicant status, ex: emails personalized to all applicants that were not selected/not interviewed versus vs. emails to all those who were interviewed.)
2. Click **Next: Write your e-mail message** to continue.

## Step 4 of 6: Write your e-mail message

Write your message to applicants. At this point, you can also insert your merge fields. You can use a combination of items:

- **Address Block:** Use this item to insert fields that will insert a block of text, such as the name and address.
- **Greeting Line:** Use this item to choose the format that you want on your greeting line.
- **Electronic Postage:** Use this item if you have electronic postage software on your computer that is compatible with Word.
- **More Items:** Use this item to enter any other fields that are in your recipient list.

Click **Next: Preview your e-mail messages** to continue.

NOTE: Attachments are not an option in an email merge. All data must be within the body of the email message.

## Step 5 of 6: Preview your e-mail message

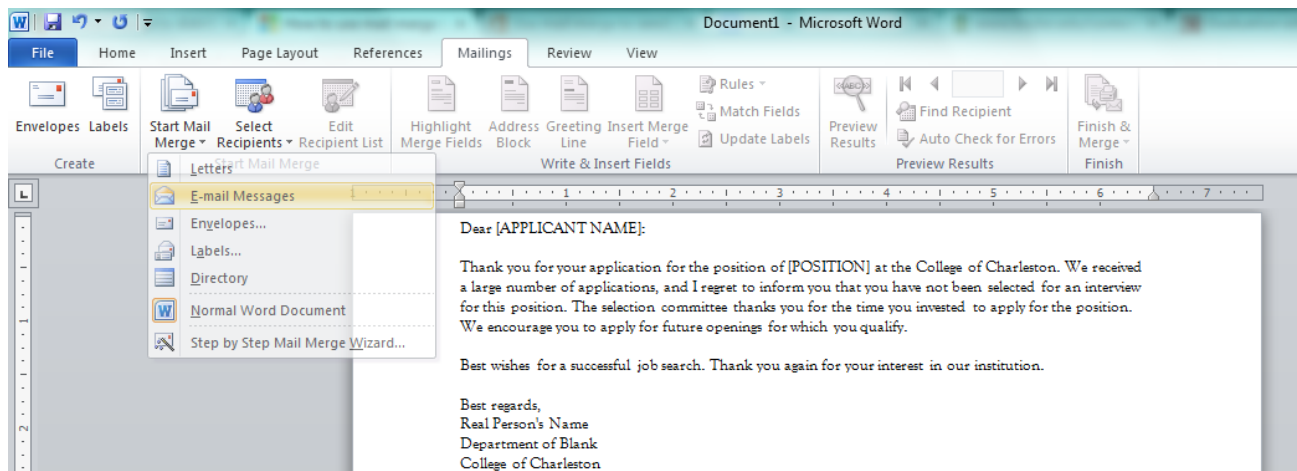
You can preview just one message of your mail merge, or you can preview all of them. You also can click **Edit recipient list** to remove names or add to your recipient list.

After you preview your message, click **Next: Complete the merge** to continue.

## Step 6 of 6: Complete the merge

1. Click **Electronic Mail**.
2. When the **Merge to E-mail** dialog box appears, select the field that you want to use for the **To** line, type the subject in the **Subject** line, and then select the mail format that you want to use.
3. Click **OK** to send your messages.

## Example Screenshot: Start Mail Merge



## Questions?

See Microsoft's [general online instructions](#) or [detailed online instructions](#). Or contact College of Charleston Helpdesk at [Helpdesk@cofc.edu](mailto:Helpdesk@cofc.edu) or (843) 953-3375.