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How to Mail Merge Using a List from Access Database. If you need to send a letter to several people, however would like to make it different for each person, then

Mail Merge can be very useful. There are several ways to use Mail Merge. You...

Mail Merge: Quick Reference . Word 2007 provides easy access to all the commands necessary for creating a mail merge. These commands are available in the . Mailings. command tab on the . Ribbon. For users unfamiliar with creating mail merges, the commands progress from left to right across the . Ribbon . in the order that they are needed for a successful mail merge. NOTE:

How to Use Word & Excel for Mail Merge (Step-by-Step Guide)

Connect to your data source. For more info, see [Data sources you can use for a mail merge](#). Choose Edit Recipient List. For more info, see [Mail merge: Edit recipients](#). For more info on sorting and filtering, see [Sort the data for a mail merge](#) or [Filter the data for a mail merge](#).

Use mail merge to send Access data to Word - Access

Here's the general procedure for creating a Word mail merge from within Access: Open the Access database that contains the addresses you want to merge with Word. If the Navigation Pane is not open, press F11 to open it. Select the table or query that contains the addresses.

In Microsoft Office Word 2007, click Start Mail Merge in the Start Mail Merge group on the Mailings tab, and then click Step by Step by Mail Merge Wizard. Under Select document type, click Letters. The active document becomes the main document.

Open the source database, and in the Navigation Pane, select the table or query that you want use as the mail merge data source. On the External Data tab, in the Export group, click Word

Merge. The Microsoft Word Mail Merge Wizard starts. Select whether you want to create the link in an existing document or in a new document, and then click OK.

Click on the Mailings tab and select Start Mail Merge. A drop-down menu displaying every different mail merge document type will appear. You can select the document type for letters, emails, envelopes, mailing labels, or a directory. Since we're creating a Word mail merge for sending letters, choose Letters as your merge document.

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How to Mail Merge Using a List from Access Database

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Use a table or query as a mail-merge data source - Access

Click on the Mailings tab and select Start Mail Merge. A drop-down menu displaying every different mail merge document type will appear. You can select the document type for letters, emails, envelopes, mailing labels, or a directory. Since we're creating a Word mail merge for sending letters, choose Letters as your merge document.

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text to remove it. Add and format the fields you want to be included in the email message, and choose OK. Step 5: Preview and send email messages.

Use mail merge to send bulk email messages - Office Support
 Microsoft Access 2007. Creating a Mail Merge from Microsoft Access 2007 Data. Mail merge is a very efficient tool when you need to use data from your databases to create letters, envelopes, labels, etc. Microsoft Access 2007 allows you to do this in two ways: either link to an existent Microsoft Word document or create a new document .

Mail Merge in Microsoft Access 2007 | Database Solutions ...
 Connect to your data source. For more info, see Data sources you can use for a mail merge. Choose Edit Recipient List. For more info, see Mail merge: Edit recipients. For more info on sorting and filtering, see Sort the data for a mail merge or Filter the data for a mail merge.

Mail merge using an Excel spreadsheet - Office Support
 For more info, see Prepare your data source in Excel for a mail merge in Word for Mac. Outlook Contact List contains data in a format that can be read by Word. See Use Outlook contacts as a data source for a mail merge. Word data file is a data source you can create on the fly, within Word. For more info, see Set up a mail merge list with Word.

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databases to create letters, envelopes,
labels, etc. Microsoft Access 2007 allows
you to do this in two ways: either link to
an existent Microsoft Word document or
create a new document .