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Start Mail Merge

- Letters
- E-Mail Messages
- Envelopes...
- Labels...
- Directory
- Normal Word Document
- Step by Step Mail Merge Wizard...

Address Block

Greeting Line

Insert Merge Field

Insert Fields

Preview Results

Find Recipient

Auto Check for Errors

Preview Results

Finish & Merge

Finish

Mail Merge

Select document type

What type of document are you working on?

- ☒ Letters
- ☐ E-mail messages
- ☐ Envelopes
- ☐ Labels
- ☐ Directory

Letters

Send letters to a group of people. You can personalize the letter that each person receives.

Click Next to continue.

Step 1 of 6

Next: Starting document

Starting mail merge using the wizard

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