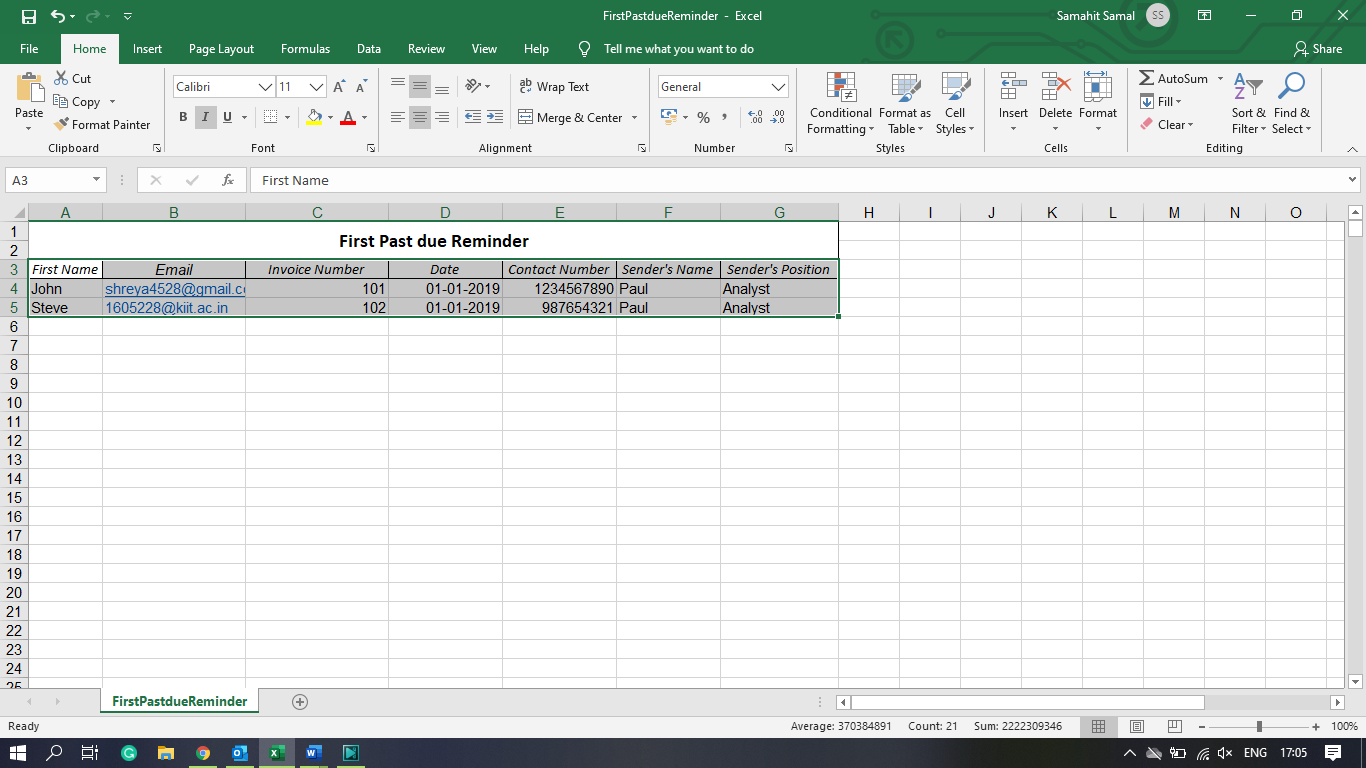
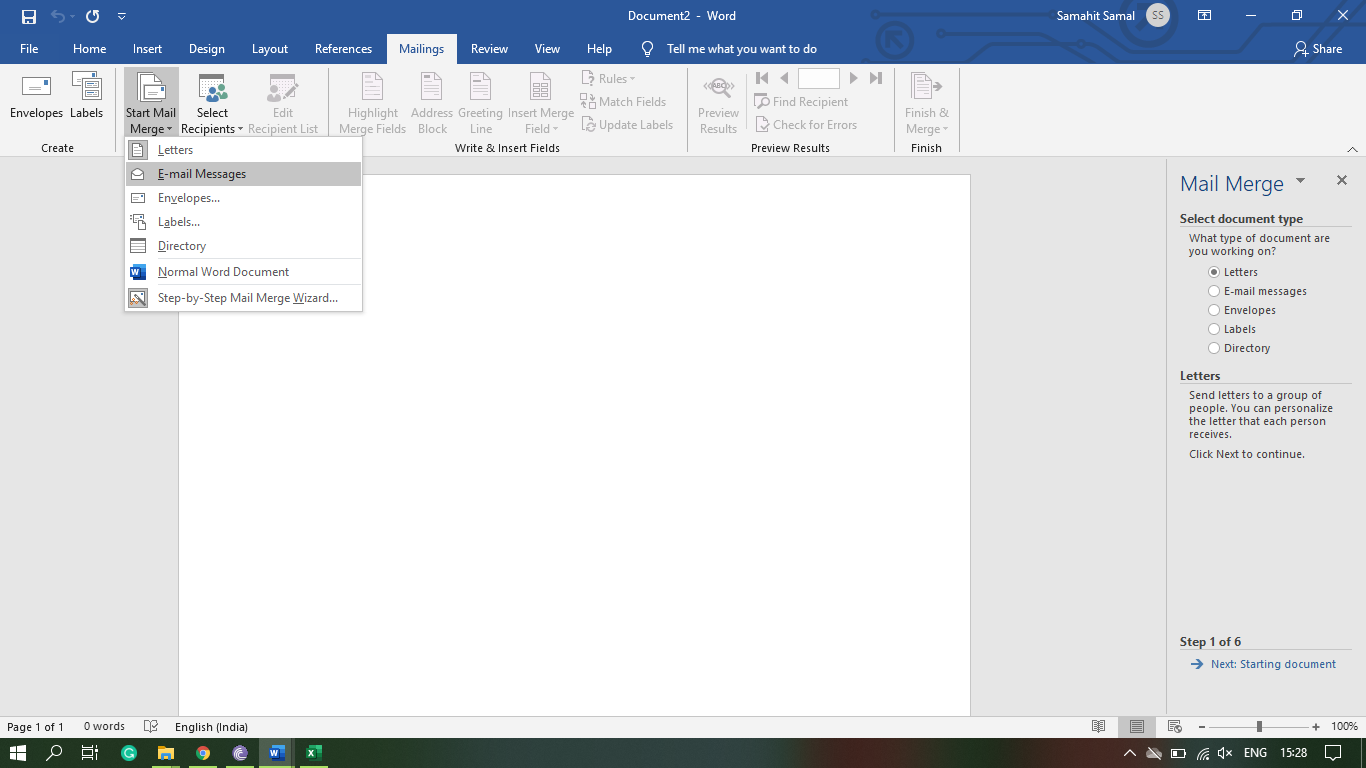
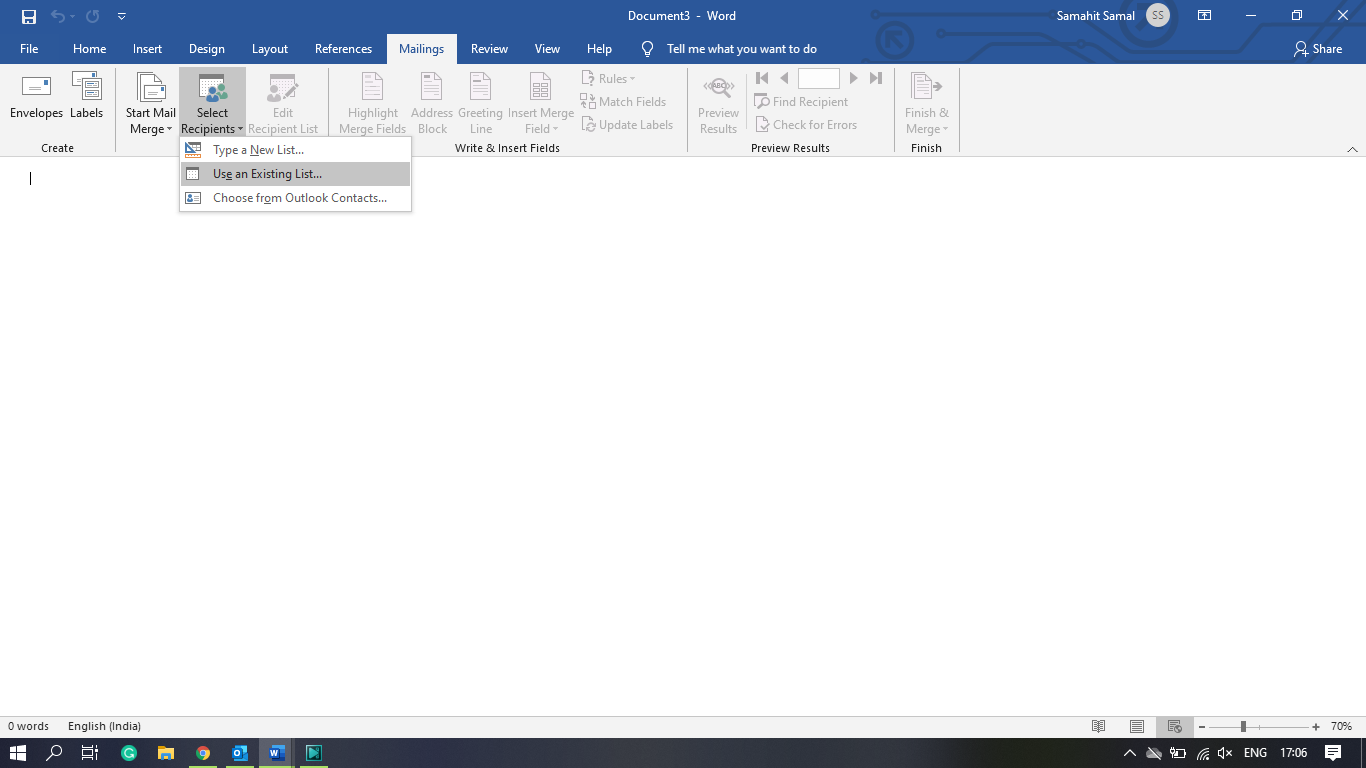
1. Open the downloaded word and excel templates to start the mail merge.
2. Fill in the data on the excel file and save it on your desktop.



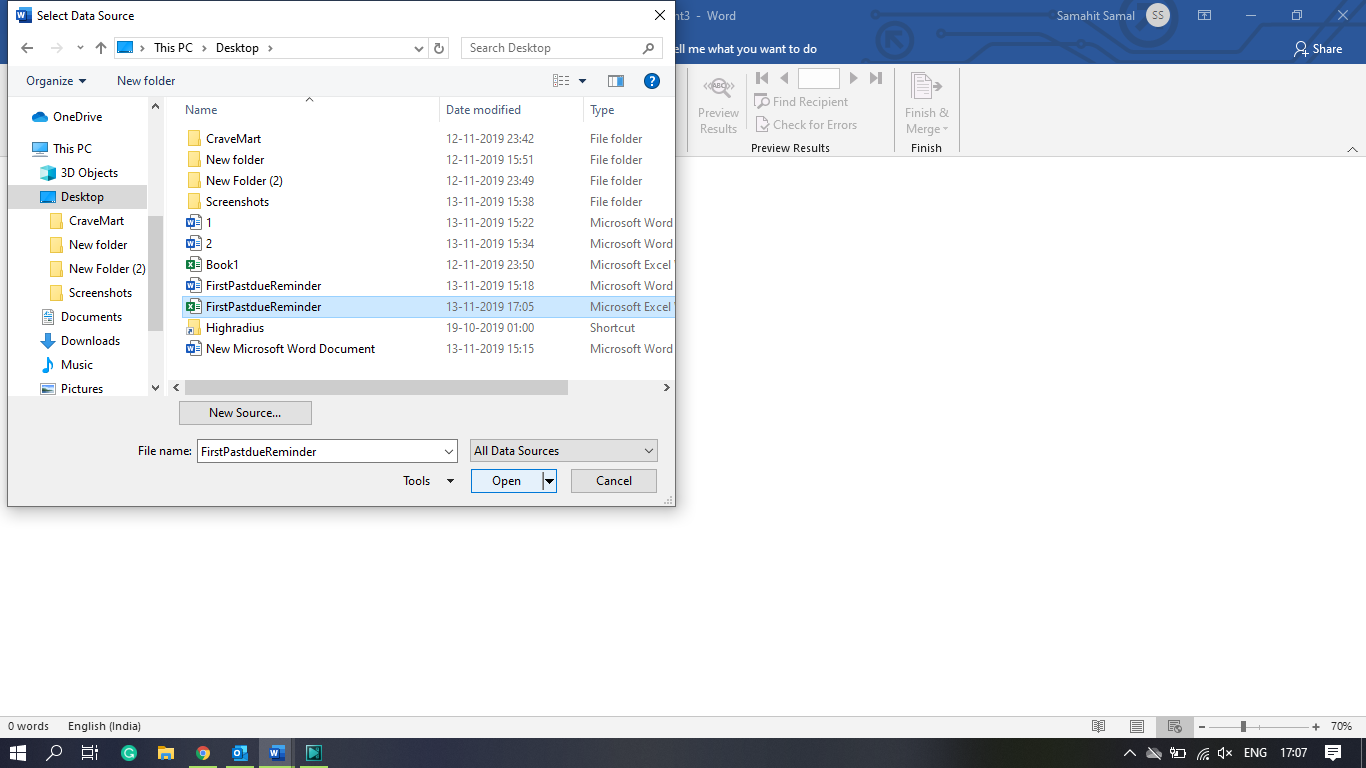
1. Start Microsoft Word and open a new blank document. Switch to the **Mailings** ribbon. Click on the **Start Mail Merge** menu and select the **E-Mail Messages** option.



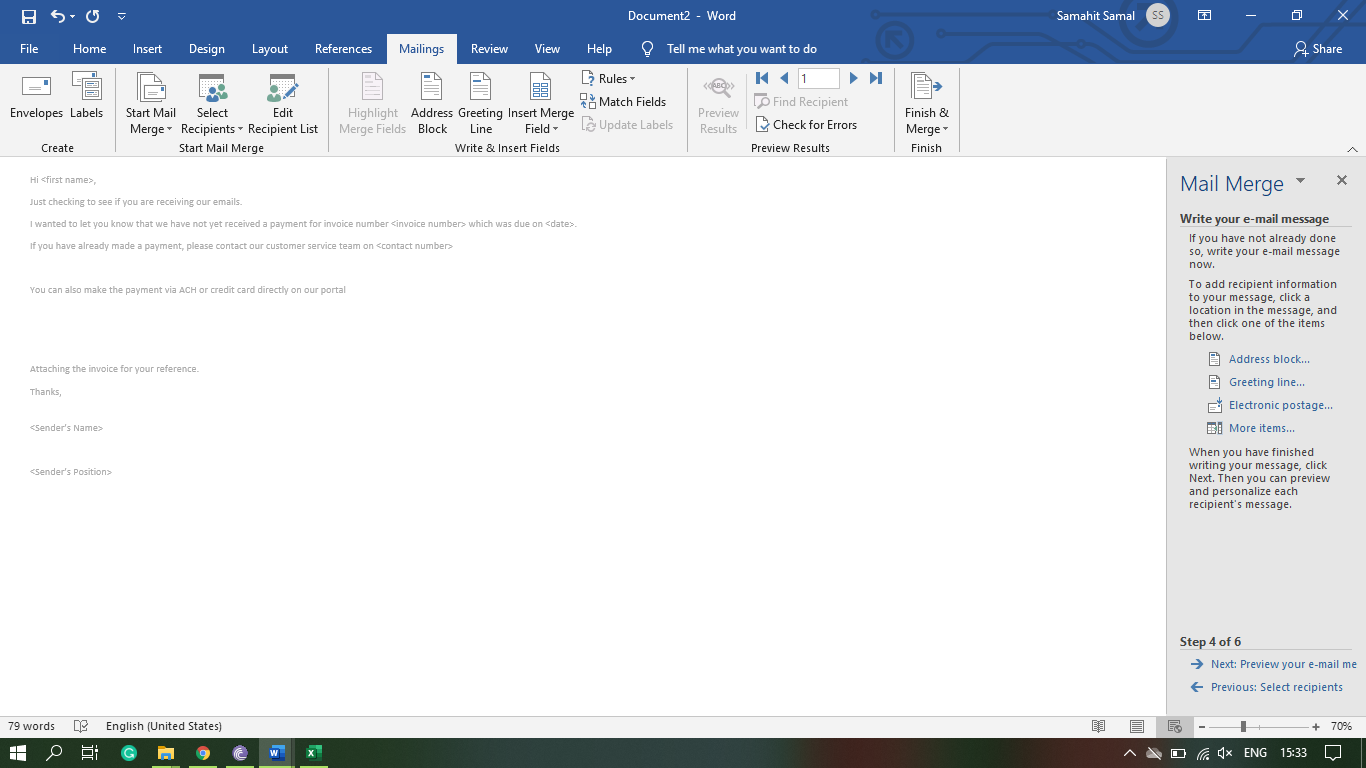
1. Click on the **Select Recipients** menu and select the **Use Existing List** option.



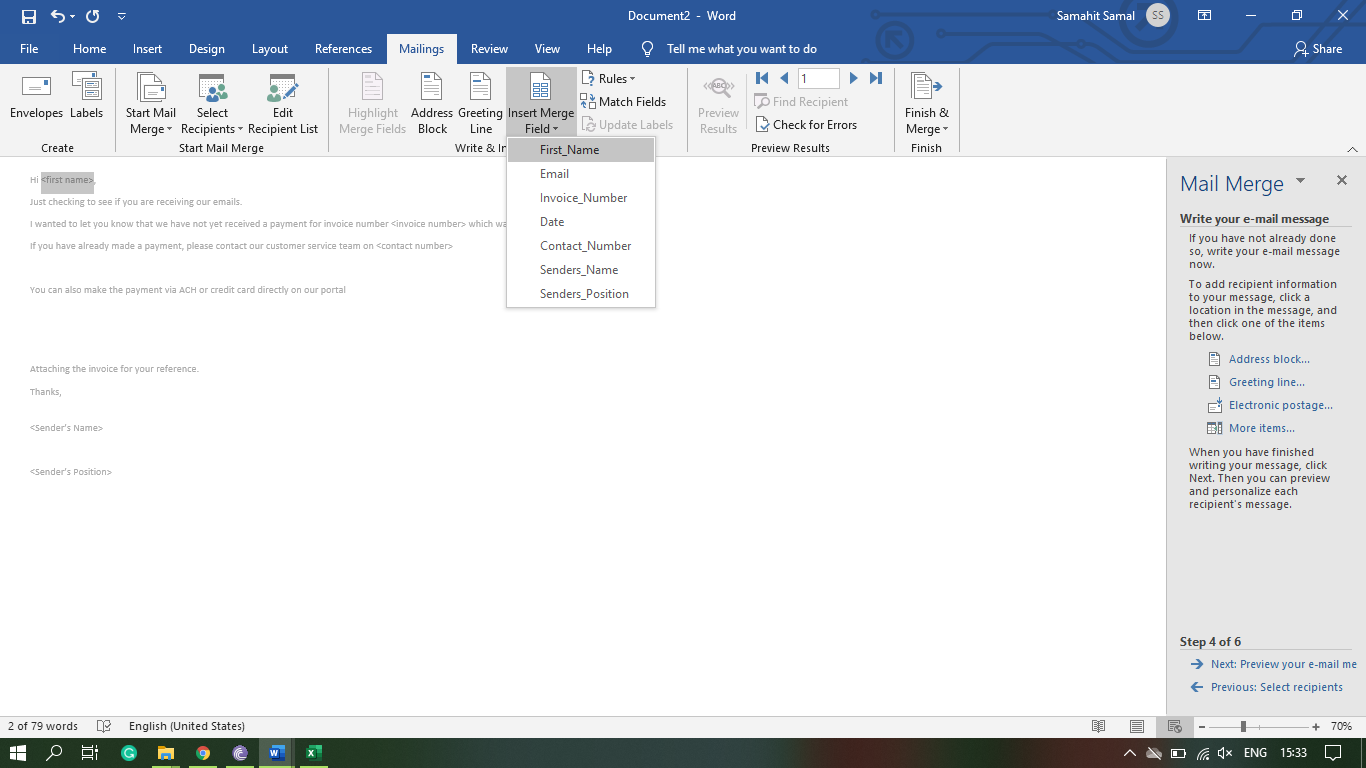
1. Browse and select the Excel file you created earlier, and then click on the **Open** button.



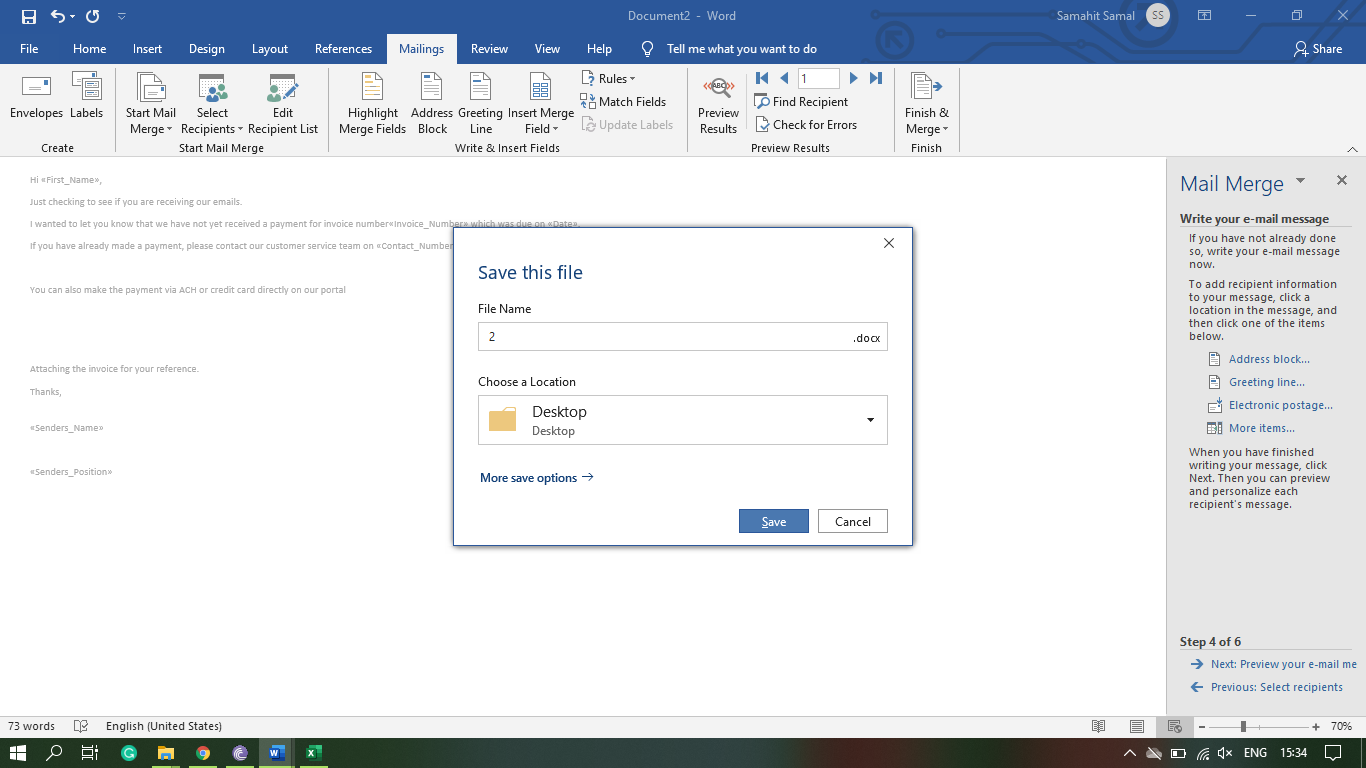
1. Copy & Paste the word template that you downloaded from our website.



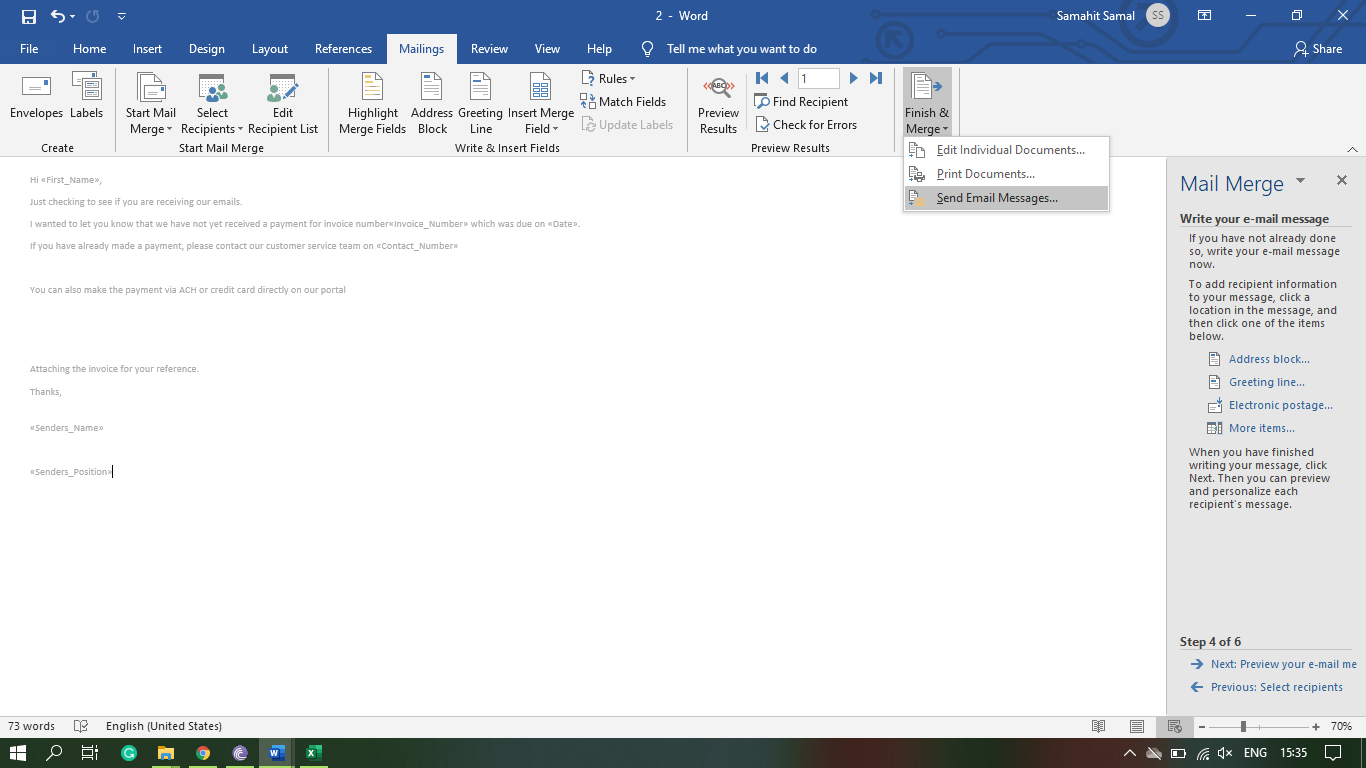
1. To customize the contents of your message with information from your excel file:
2. Position the cursor where you want to insert the data.
3. Switch to the **Mailings** ribbon.
4. Click on the **Insert Merge Field** menu and select the field containing the data you want to insert.



1. Save the body of the email message the same way you would save any other Word document.



1. Switch to the **Mailings** ribbon. Click on the **Finish & Merge** menu and select the **Send E-Mail Messages** option.



1. From the **To** drop-down menu, select the field containing the email address of each recipient. In the **Subject** text box, enter the subject line used for the email message. From the **Mail format** drop-down menu, select the **HTML** option. For the **Send records** radio button, select the **All** option. Click the **OK** button to send the message.

