Microsoft

# Mail Merge in Outlook

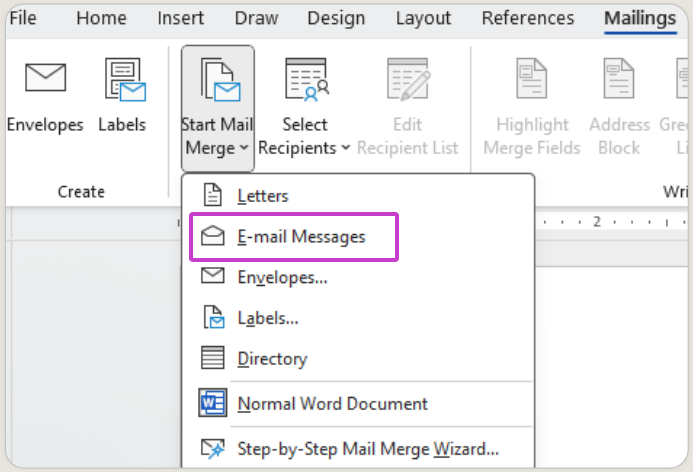
Quick Reference Guide

# Personalise and Streamline Your Emails with Outlook Mail Merge

Need to send personalised emails to multiple recipients without the hassle of copying and pasting? With Mail Merge in Outlook, you can efficiently send individualised messages to everyone on your list—all from one place. Start by opening Word, selecting **"Email Messages"** under **"Start Mail Merge"**, and choosing your recipient list, like an Excel file. Write your email, add merge fields (like First Name), and preview to ensure everything looks good. Once ready, click **"Finish & Merge"** to send the emails via Outlook. Each message will be tailored for the recipient, while keeping everyone's email private.

## Prepare in Word

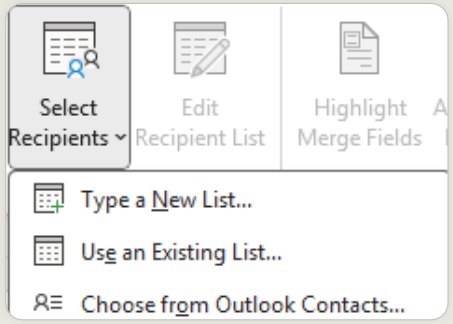
Open Word > Click Mailings tab > Select Start Mail Merge > Select Email Messages.




## Select Recipients

Click **"Select Recipients"**.

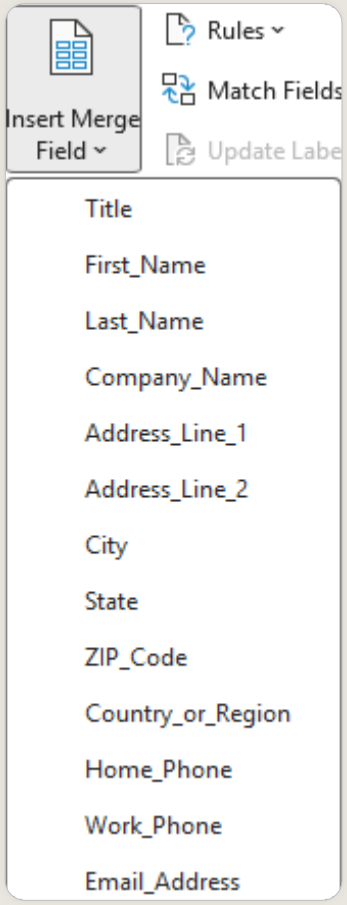
Choose from Type a New List, Use an Existing List or Choose from Outlook Contacts.




***Note:*** *If using a list in Excel, format it as a table using* ***"Format as Table"*** *on the Home tab, with clear column headers.*

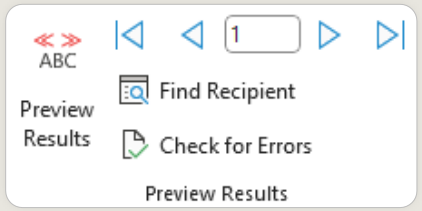
## Insert Merge Field

To add the specific recipients information into the email, place your cursor where you want the field, then click **"Insert Merge Field"** on the ribbon to select the matching column header.




## Preview Results

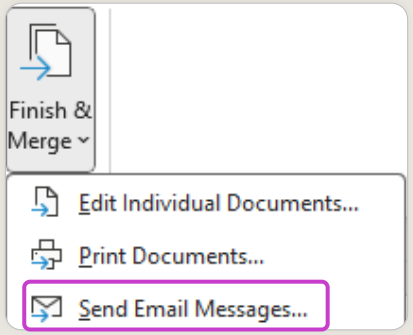
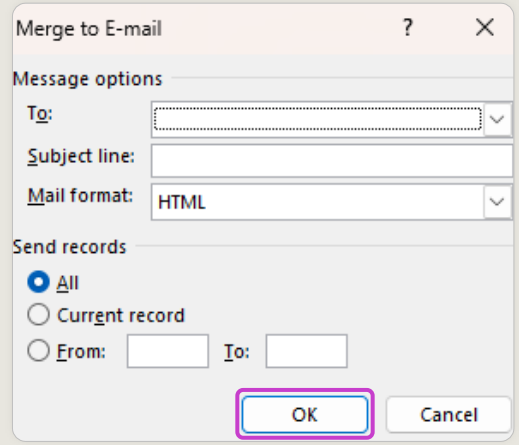
Use commands in this section to preview your results before finish and Merge.




## Finish and Merge

Select **"Finish and Merge"** > Send Email Messages.

Add email to 'To' field > enter a subject line for your email > select All.

***Note:*** *If using a select section of rows from an Excel recipients list, enter From and To*

Select **"OK"** and Outlook will send the email.