

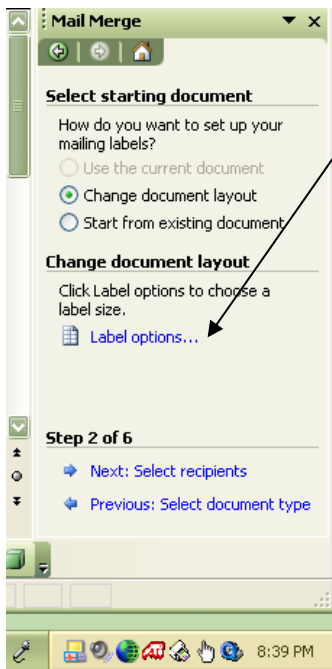
HOW TO MAIL MERGE CONTACTS

1. Open Word
2. Click Tools – Letters/Mailings – Mail Merge

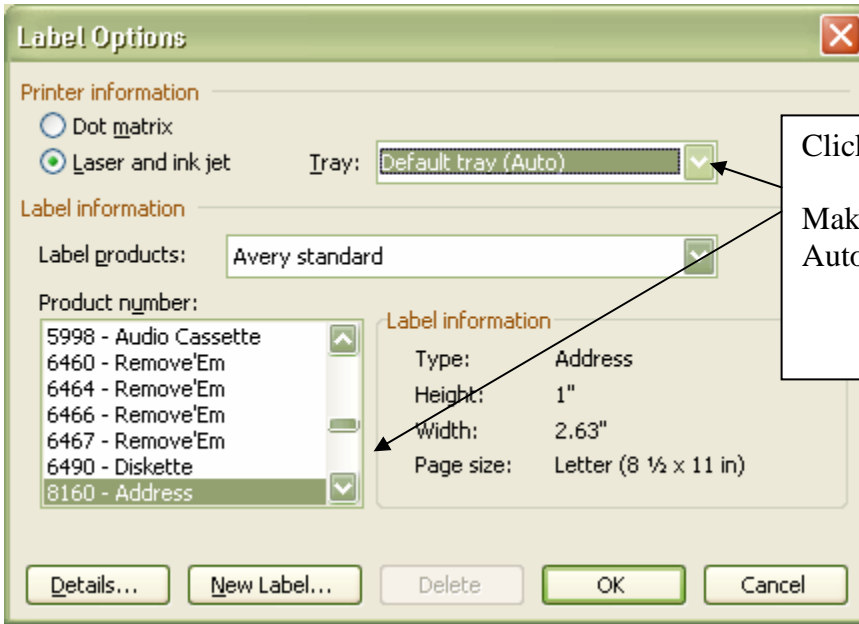


Click LABELS

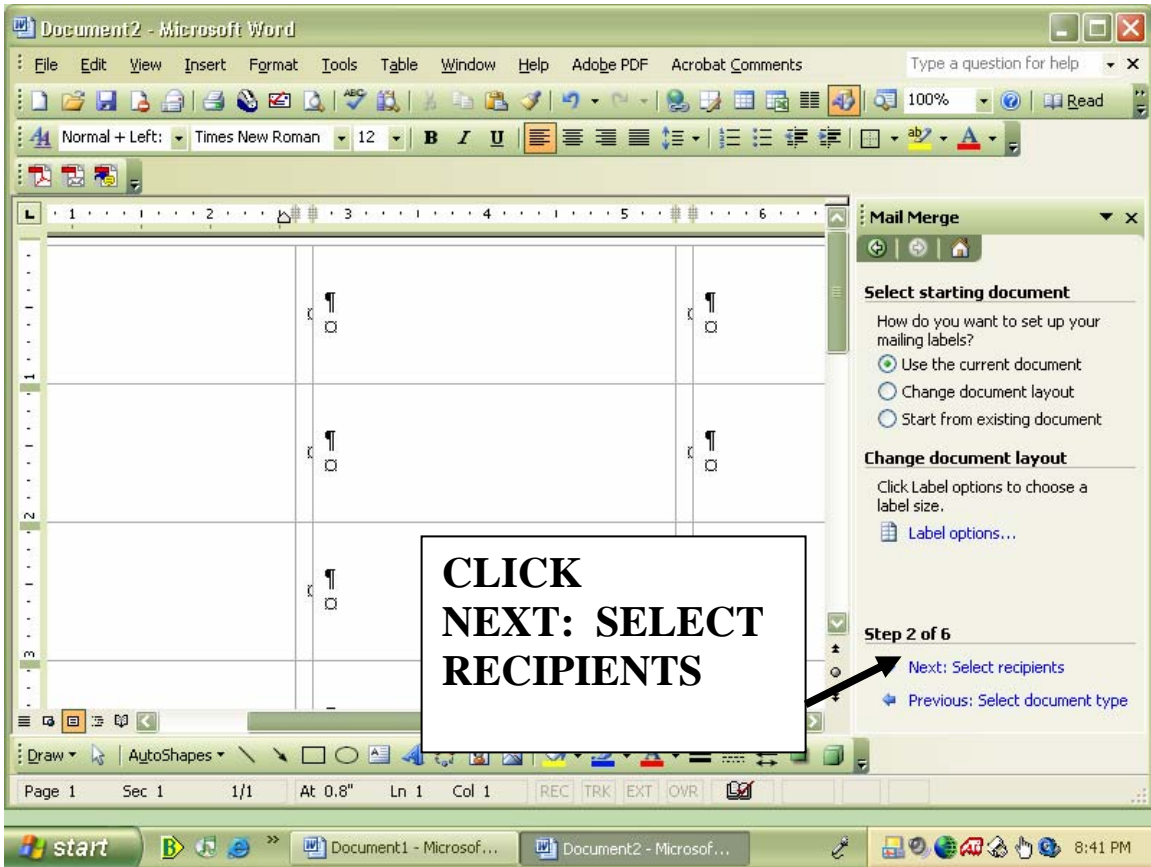
Then Click Starting Document



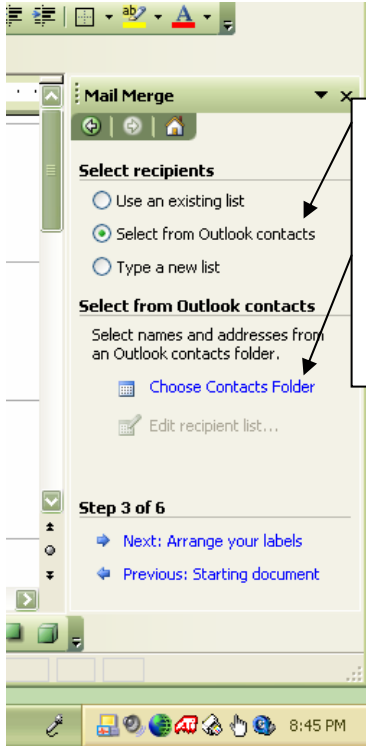
Click Label Options



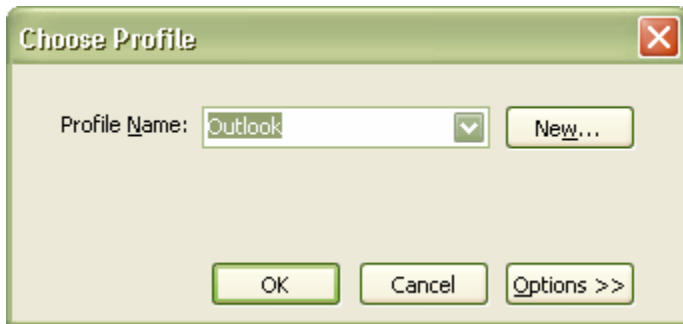
Click on label size (8160)
Make sure to choose the Automatic tray



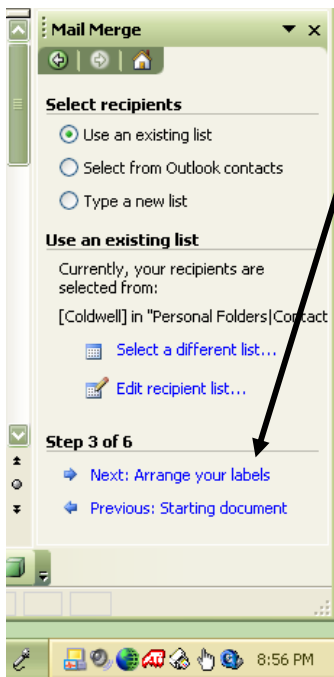
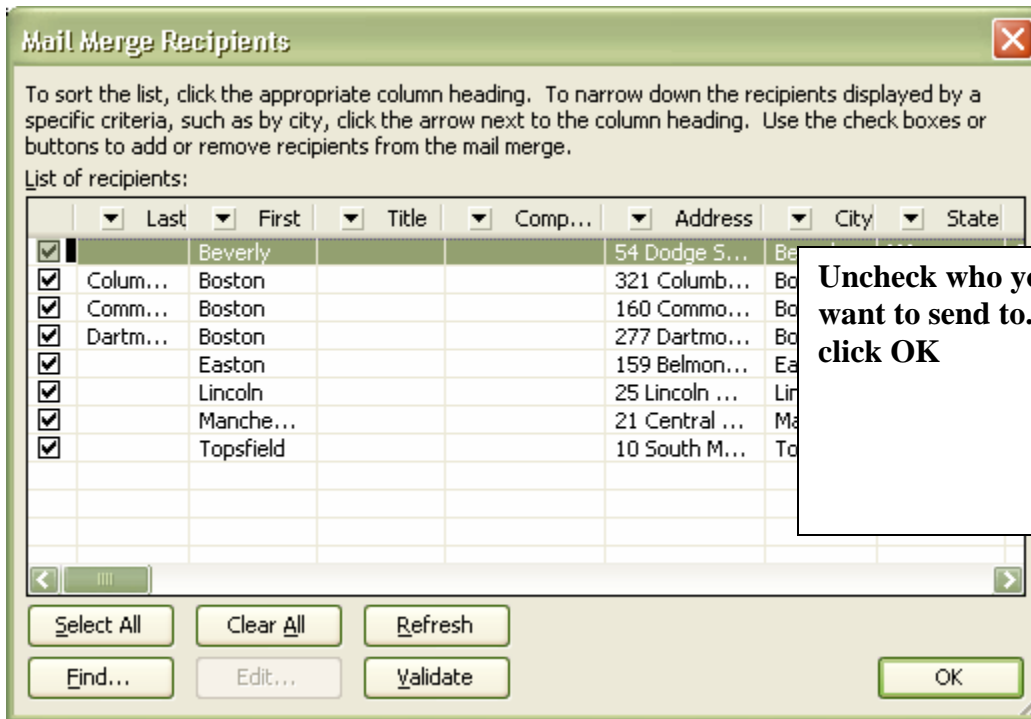
**CLICK
NEXT: SELECT
RECIPIENTS**



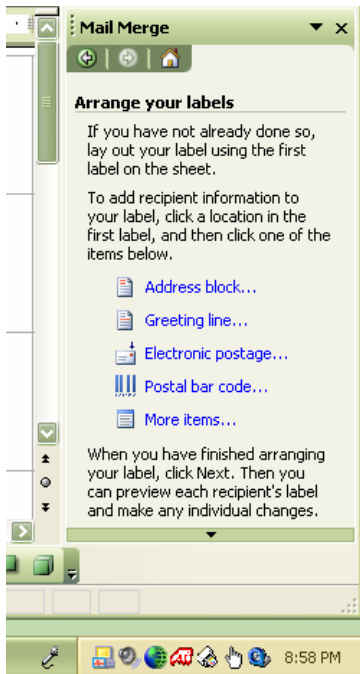
Click Outlook Contacts
Then click Choose Contacts Folder



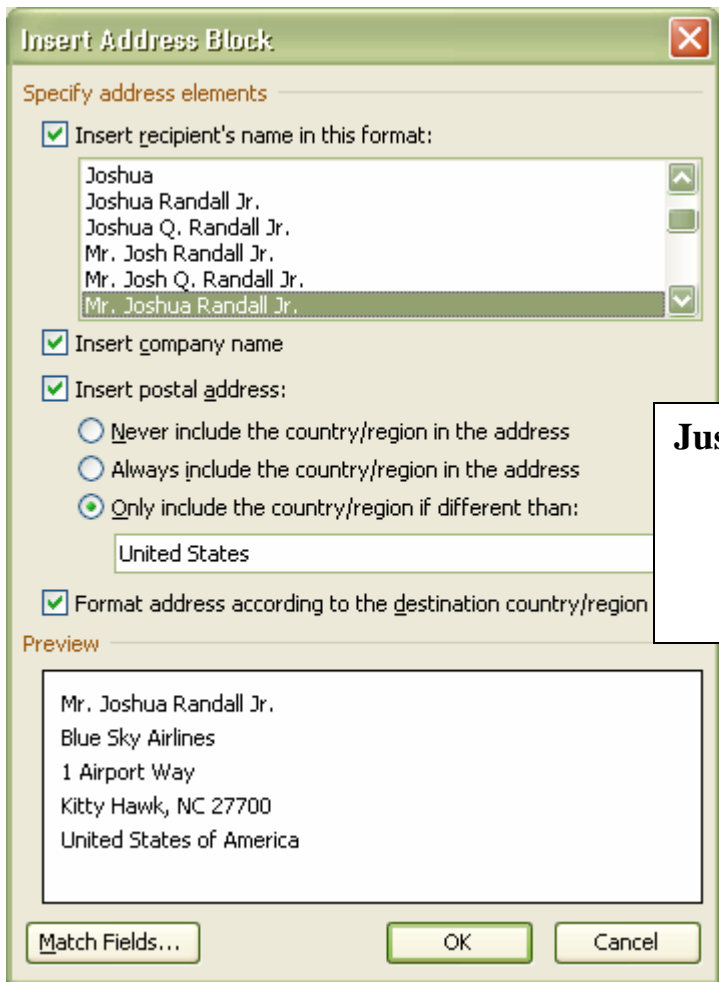
Click OK – then you will see a screen showing your contact lists. Click on the one you want



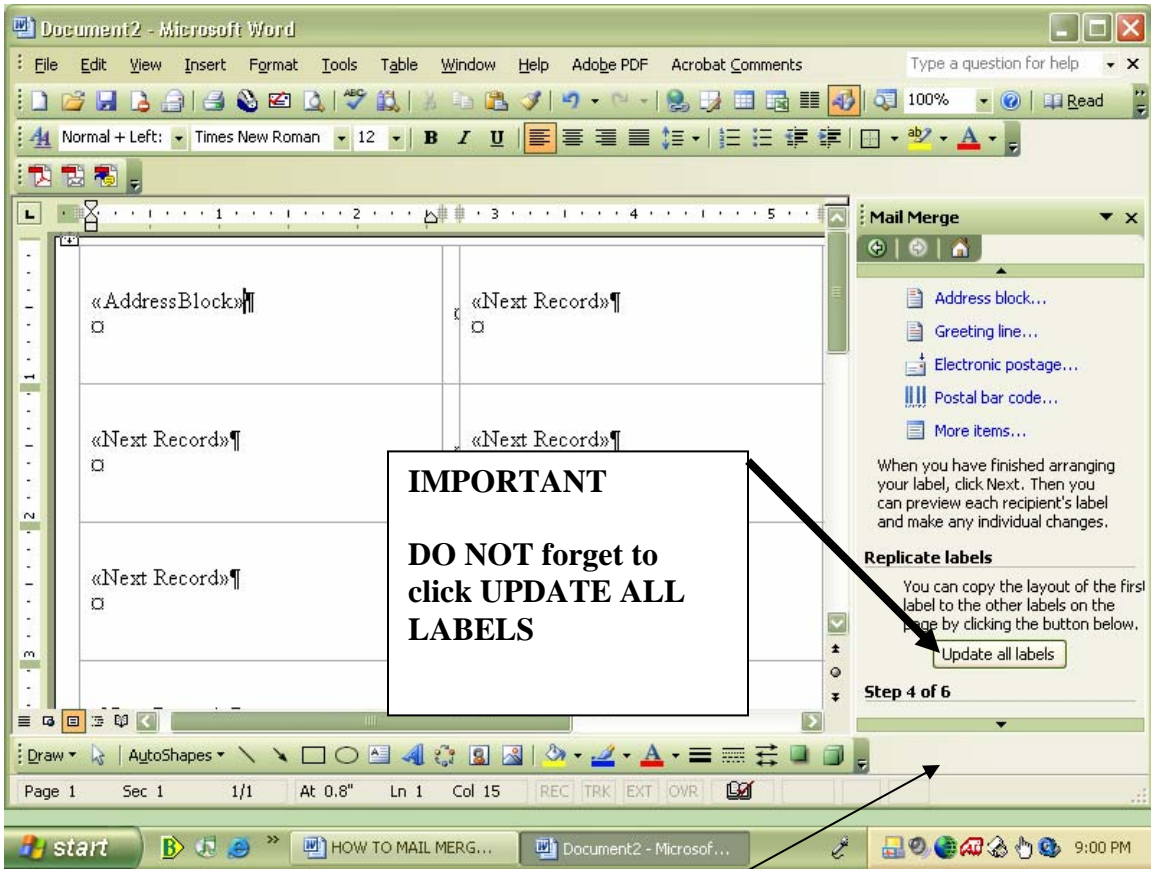
Then click Arrange Your Labels



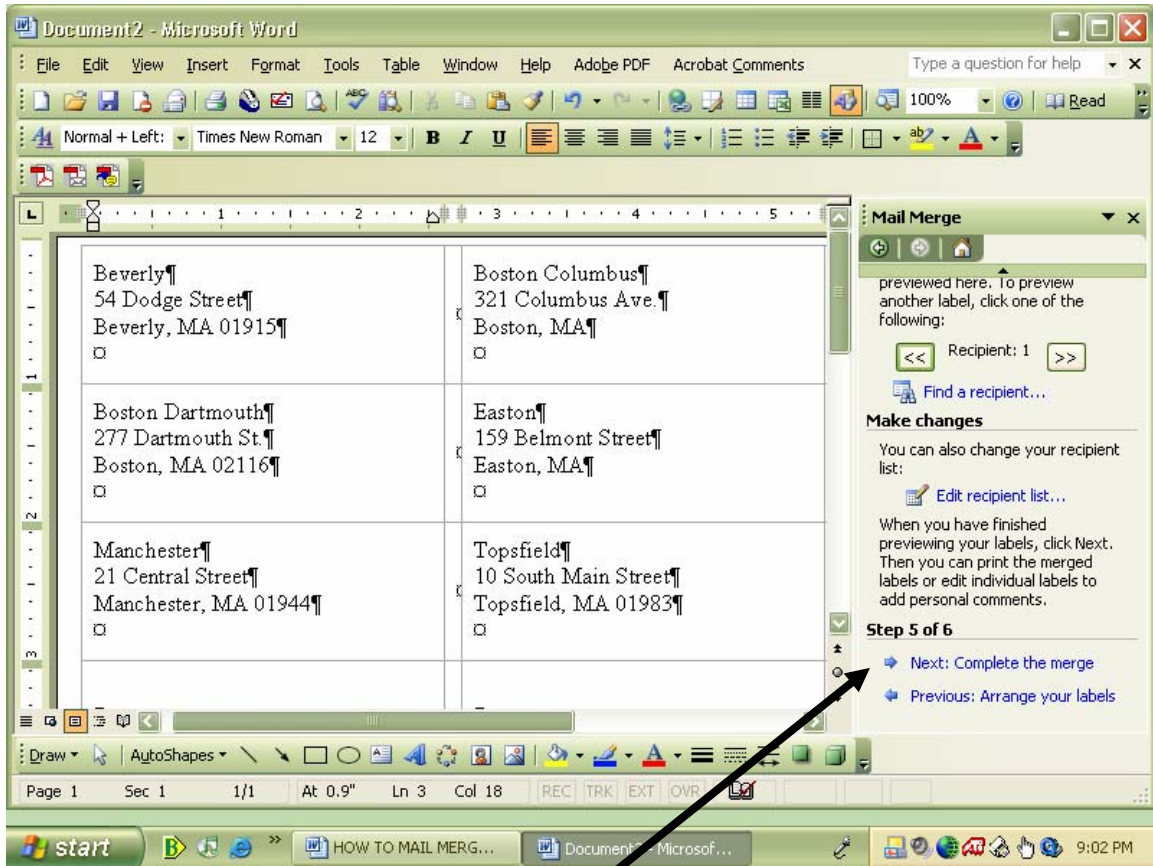
Click Address Block



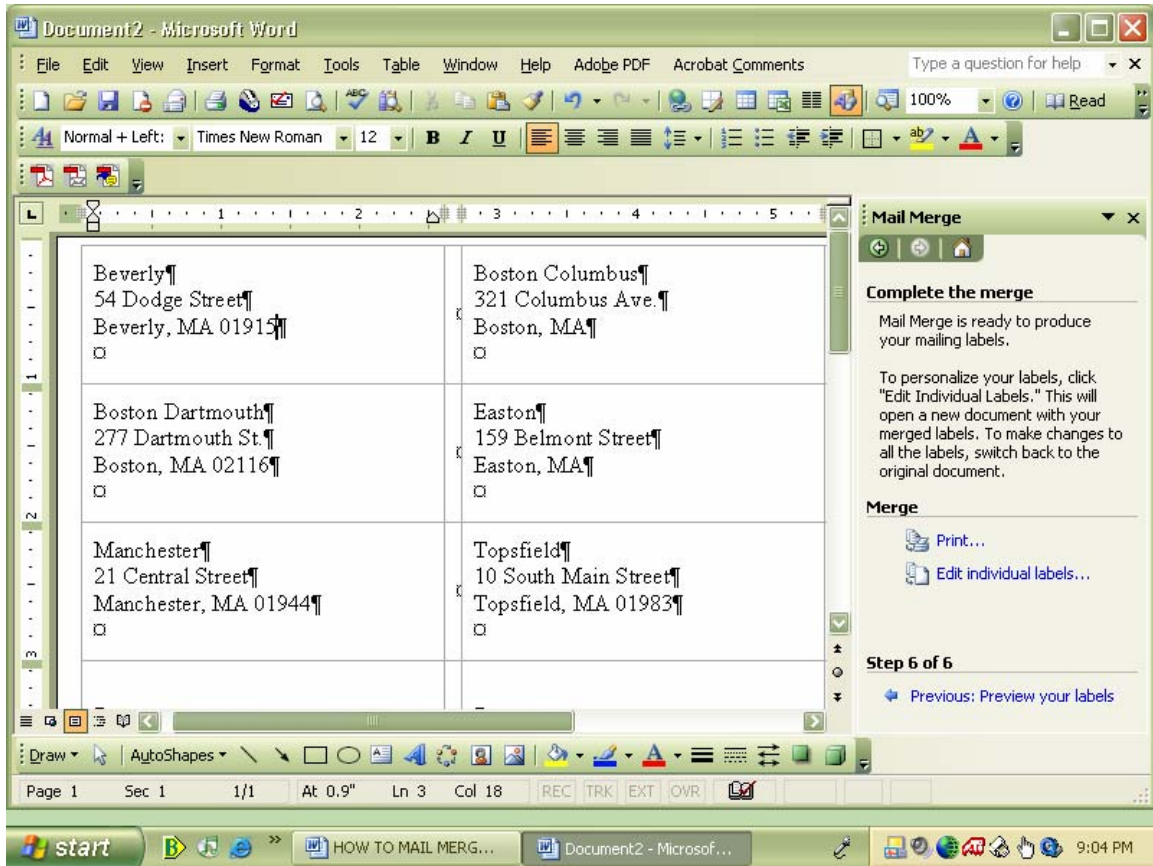
Just click OK



Then click **PREVIEW YOUR LABELS**



Then click COMPLETE THE MERGE



Click EDIT INDIVIDUAL LABELS to make changes. You can save this document and/or print it.