

Mail Merge (Microsoft)



The Learning Bar has heard from a variety of members who have successfully used Mail Merge to distribute student usernames and passwords for taking the survey. While The Learning Bar does not endorse any specific product, we do know that the Mail Merge product, supported by Microsoft, can be used effectively to distribute login codes.

Please Note:

This process outlined below only functions on a computer where your email address is already synced with **Microsoft Outlook**.

Once you have downloaded your excel file of student login codes you can begin the mail merge process.

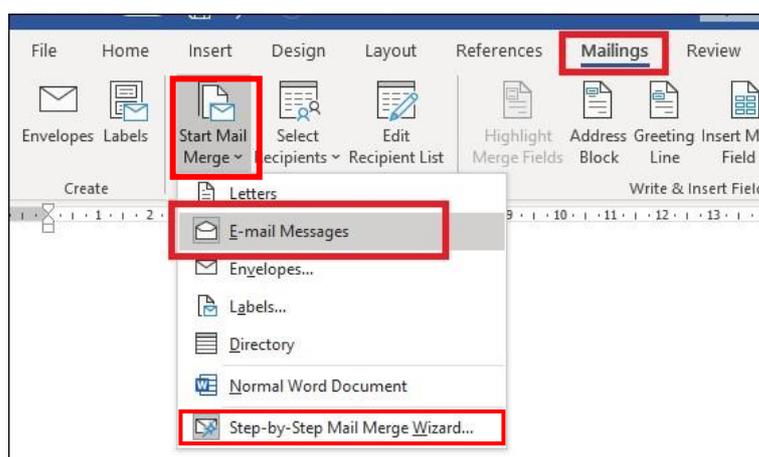
The first step is to add your student recipient information to the current excel file. Copy and paste relevant information that you will need. For example, as in the image below, we added the student's name and email address. Save your Excel file to a notable location on your computer (i.e. your desktop).

	A	B	C	D
1	User Name	Password	Student Name	Student Email Address
2	prrq7957	2q8rk	Student 1	Student1@example.com
3	cnxd4388	ps4ys	Student 2	Student2@example.com
4	rpfw5886	hqs99	Student 3	Student3@example.com
5				
6				

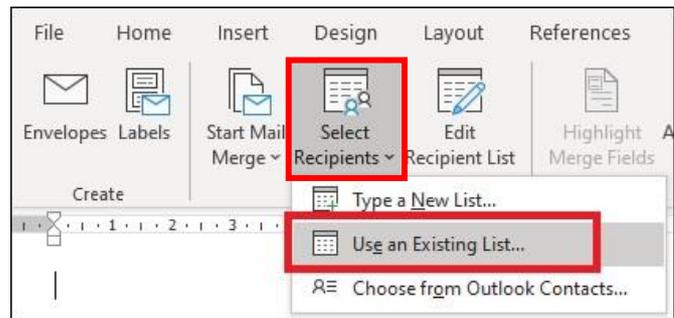
Open **Microsoft Word** to begin composing your email message.

Select **Mailings** from the toolbar then **Start Mail Merge** and choose **E-mail Messages**

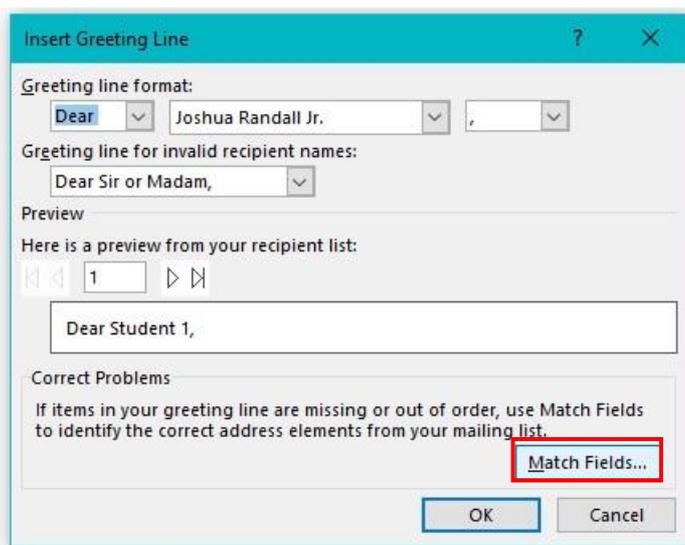
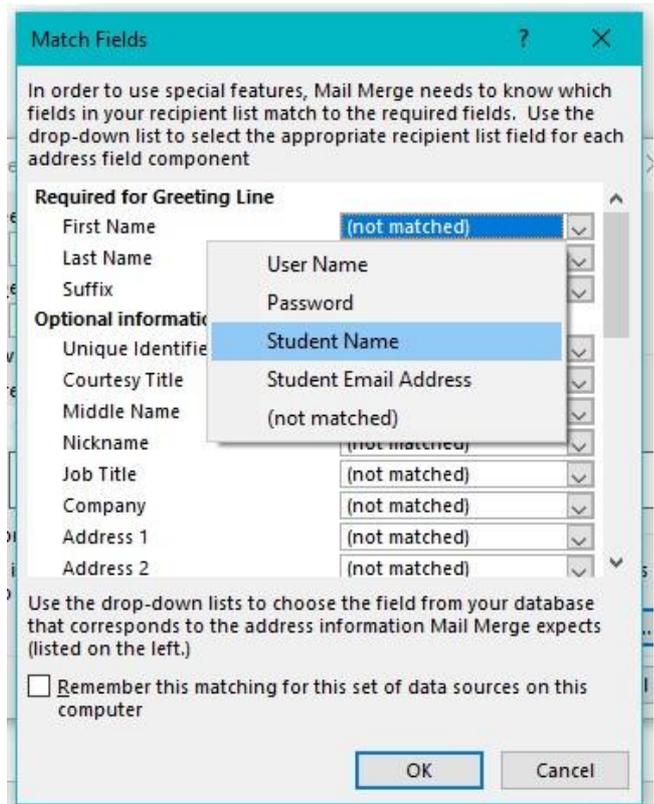
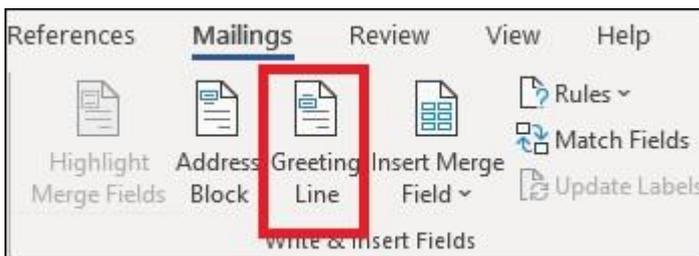
For first time users, we recommend turning on the **Step-by-step Mail Merge Wizard** for instructions.



To upload the excel file we saved earlier that contains all relevant details, choose **Select Recipients** and **Use an Existing List...**

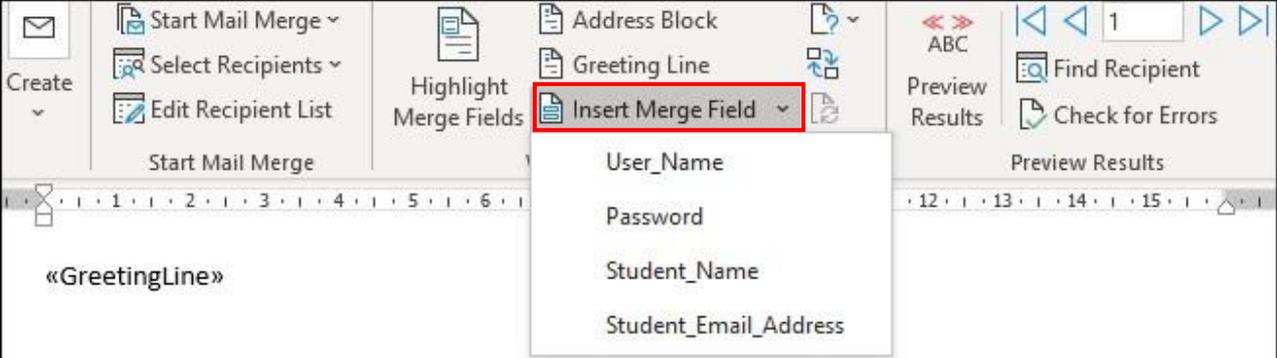


To begin crafting a basic letter, select insert greeting and choose **Match Fields...** so the system will grab the student's name in each greeting.



When writing your message include a field to add the randomly generated usernames and passwords.

Click **Insert Merge Field** to choose the correct column to match.



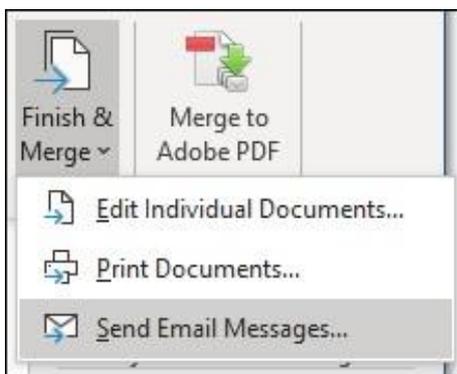
As part of our focus on school improvement, we will be participating in an online school perception survey for students called the TELL THEM FROM ME Student Survey. Here is your random username and password to access and complete the survey online.

Username: «User_Name»
Password: «Password»

We suggest that you keep your username and password in case you need more time to complete the survey. You can do this by taking a picture of your login credentials, typing, or rewriting them in your notebook, or saving an emailed copy.

All the Best,

When the message is finished, click **Finish & Merge** and choose **Send Email Messages**. Microsoft Word will then connect to your Microsoft Outlook account and send the email messages on your behalf.



You have now successfully sent logins to your student users.