## 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).

1	А	В	С	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.

File	Home	Insert	Design	Layout	References	
Envelope	s Labels	Start Mail Merge ~	Select Recipients ~	Edit Recipient List	Highlight A Merge Fields	
Cre	ate		📰 Туреа	a <u>N</u> ew List		
			Us <u>e</u> an Existing List			
			R≡ Choose from Outlook Contacts			



Insert Greeting Line	?	×
<u>G</u> reeting line format:		
Dear 🗸 Joshua Randall Jr. 🗸 ,	$\sim$	
Greeting line for invalid recipient names:		
Dear Sir or Madam, 🗸 🗸		
Preview		
Dear Student 1,		
Correct Problems		
If items in your greeting line are missing or out of order, u to identify the correct address elements from your mailing	se Match Fi list. <u>M</u> atch Fiel	elds Ids
ОК	Ca	ncel



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.

Create	Start Mail Merge ×	Highlight Merge Fields	Address Block Greeting Line Insert Merge Field User Name	• R	≪≫ ABC Preview Results	Find Recipient
، ۲۰۲۰ «Gr	eetingLine»	1 • 5 • 1 • 6 • 1	Password Student_Name Student_Email_A	Address	12 + 1 + 1	13 · 1 · 14 · 1 · 15 · 1 · 🛆 · 1
As pa stude acces Use Pass We su You o an en	In the focus on school in Ints called the TELL THEM is and complete the survey rname: «User_Name» isword: «Password» uggest that you keep your can do this by taking a picton nailed copy.	nprovement, we FROM ME Stu o online.	e will be participating in ident Survey. Here is y password in case you n credentials, typing, o	an online sch our random us need more tim r rewriting thei	nool per sernamo ne to co m in you	ception survey for e and password to mplete the survey. ur notebook, or saving
All the	e 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.

Finish & Merge ~	Merge to Adobe PDF	
Edin	t Individual Docum	ents
Sen	d Email Messages	

You have now successfully sent logins to your student users.

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