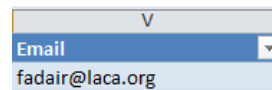


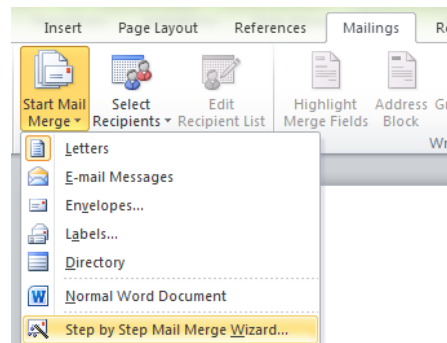
Send Emails using Mail Merge (in Outlook)

Revised May 2019

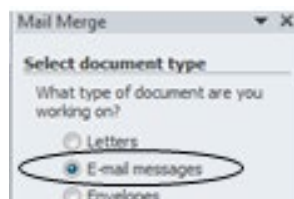
1. Open your Excel spreadsheet containing new contract information. For assistance creating this spreadsheet, see the first page of the LACA Document **Creating Salary Notices Using Safari & Word**.
2. Add a column to your Excel data source spreadsheet for the email address. Rename the column heading Email. Enter a current email address for each employee. See the LACA Document **Safari ODBC on Microsoft 2010** for instructions on using VLOOKUP to populate this column.



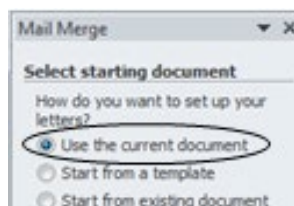
3. Set up the email document.
 - a. Open Word. Select and open your merge document.
 - b. Click on Mailings, Start Mail Merge, Step by Step Mail Merge Wizard



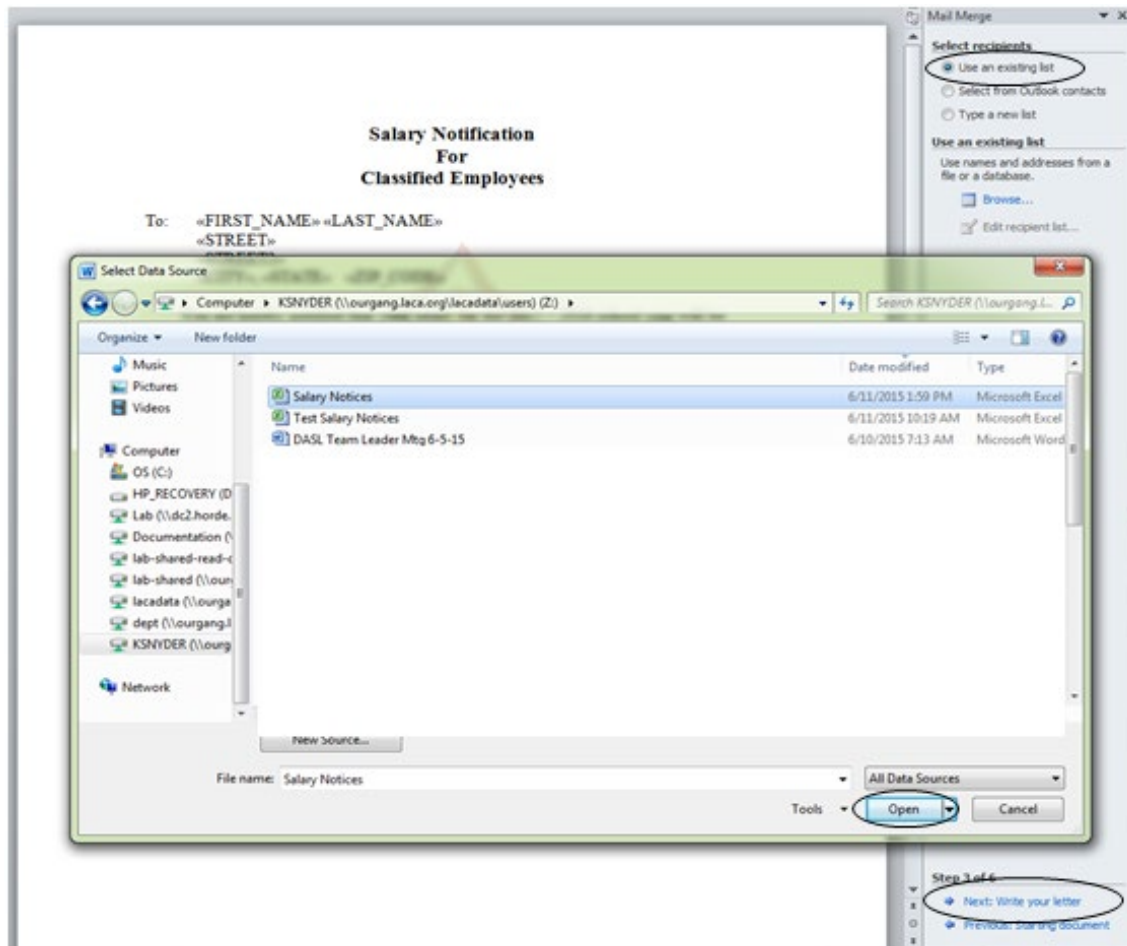
4. From the Mail Merge Wizard on right, select E-mail messages, then click Next.



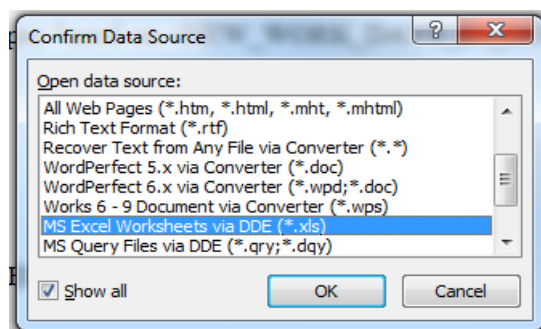
5. Select Use the current document, then click Next.



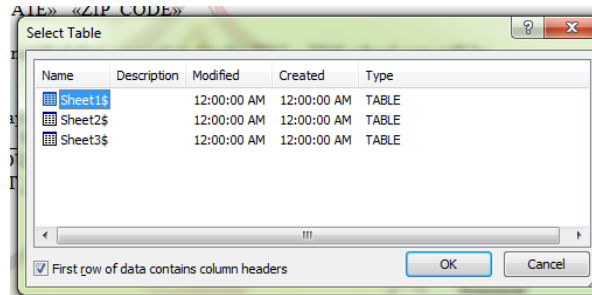
6. Connect the email message document to your source spreadsheet and select recipients.
 - a. Select Use an existing list.
 - b. Click Browse, find your spreadsheet and click Open, then Next.



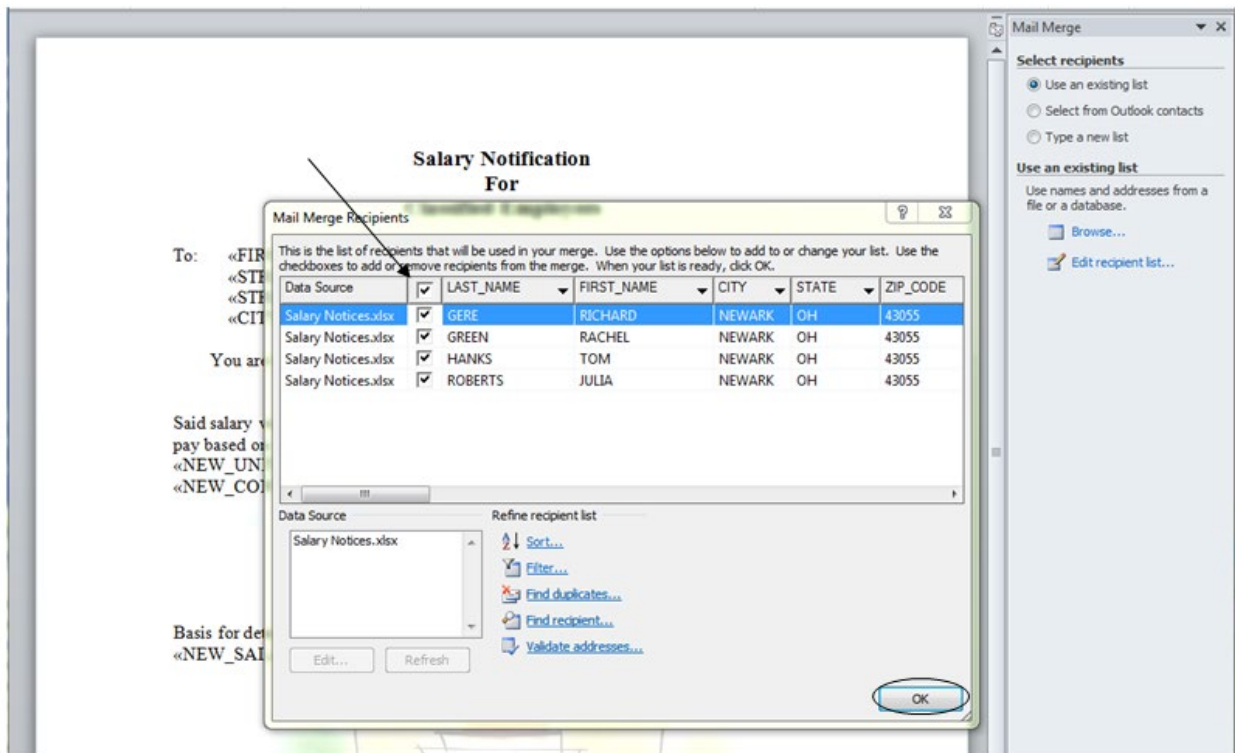
- c. If asked to Confirm Data Source, check the Show all box, and select MS Excel Worksheets via DDE (*.xls), then click OK.



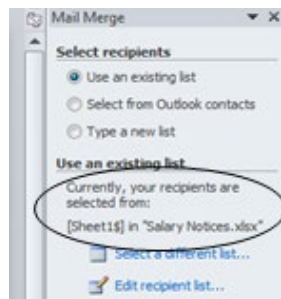
d. Select the Sheet to pull data from, then click OK.



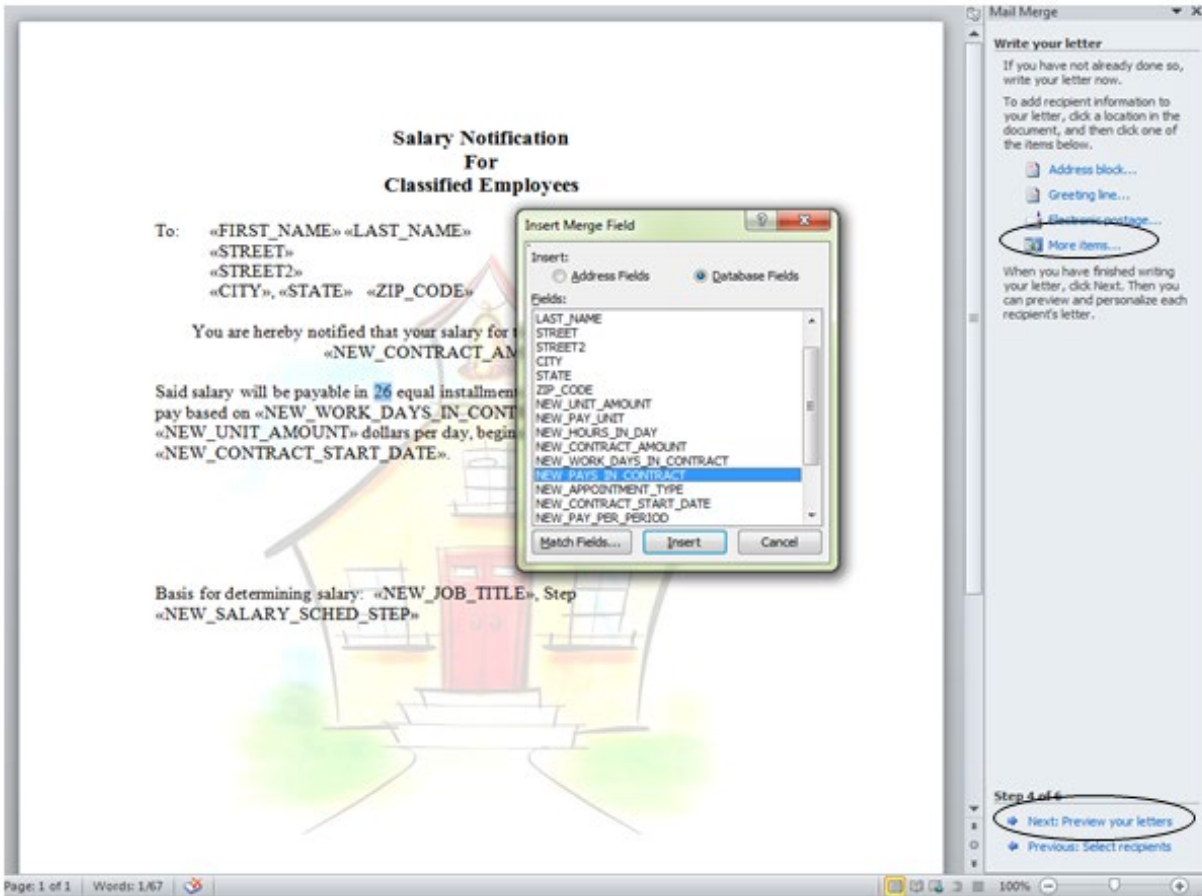
e. Select the recipients, then click OK.



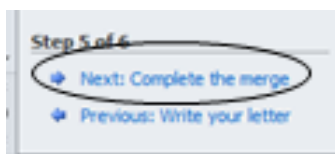
f. Mail Merge Wizard now shows the name of the selected file, click Next.



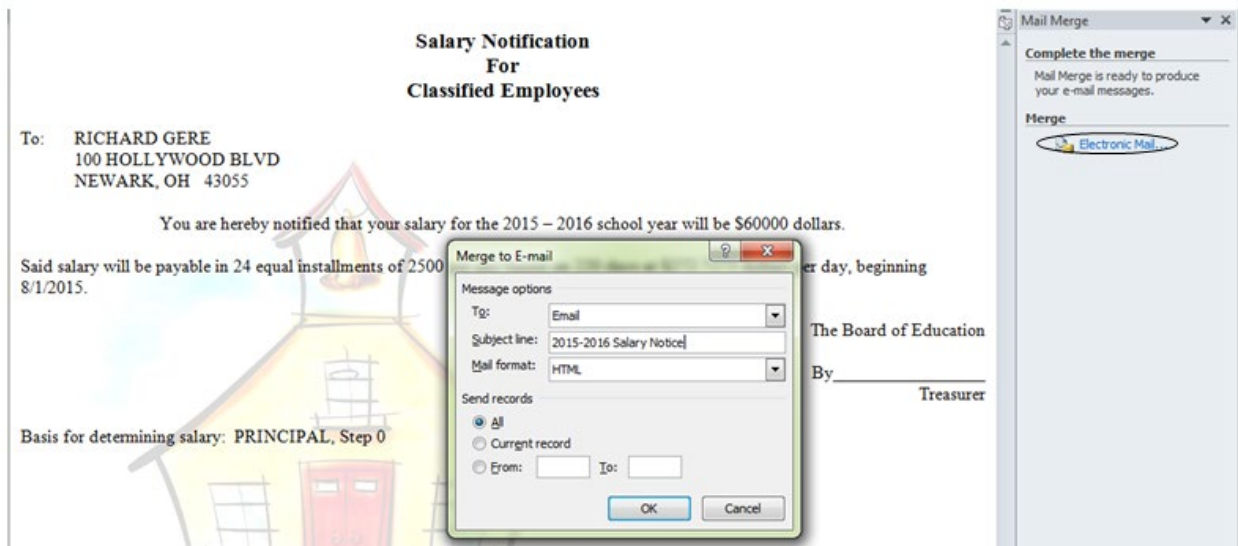
7. Add merge fields to your document as necessary.
 - a. Click More items to see all available Merge fields from your spreadsheet.
 - b. Insert fields as needed.
 - c. When finished, close the insert window, and click Next.



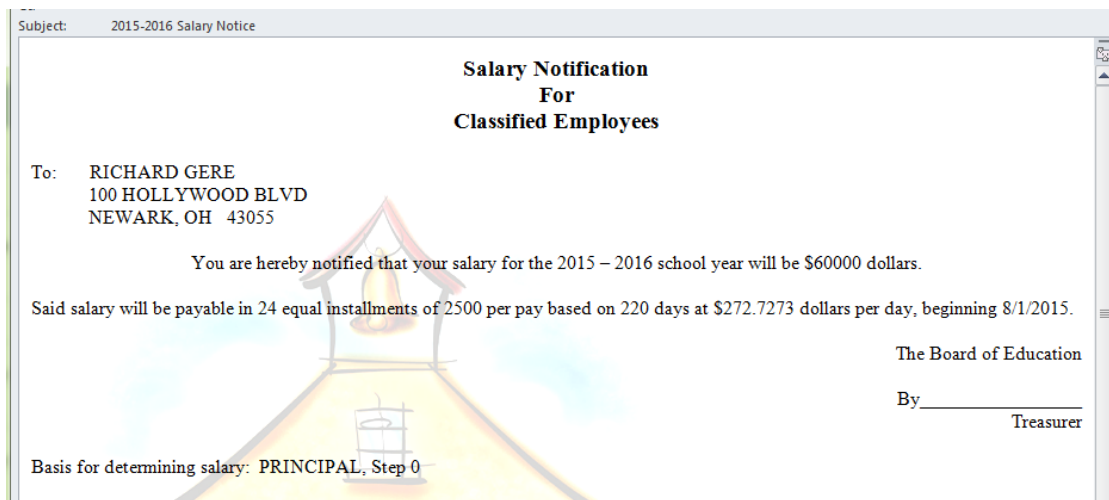
8. Preview your salary notices.
 - a. The first salary notice will appear on your screen.
 - b. After reviewing the salary notice, click Next.



9. Complete the merge.
 - a. Select Electronic Mail.
 - b. Add a Subject Line for the email messages (i.e. 2019-2020 Salary Notice).
 - c. Confirm that Email is selected for To.
 - d. Select HTML or Attachment for Mail format (see samples below), then click Ok.




10. Individual emails will be sent to all recipients listed in your spreadsheet. Emails will also appear in the payroll user's sent folder in Outlook.
 - a. If selecting HTML for Mail format, the following is a sample of the message that will be sent:





- b. If selecting Attachment for Mail format, the following is a sample of the message that will be sent:

Subject: 2015-2016 Salary Notice

Message  Salary Notification Mail Merge.doc (148 KB)

PLEASE NOTE: This message and any response to it may constitute a public record, and therefore may be available upon request in accordance with Ohio public records law. (ORC 149.43)

This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain private, confidential, and/or privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, employee, or agent responsible for delivering this message, please contact the sender by reply e-mail and destroy all copies of the original e-mail message.