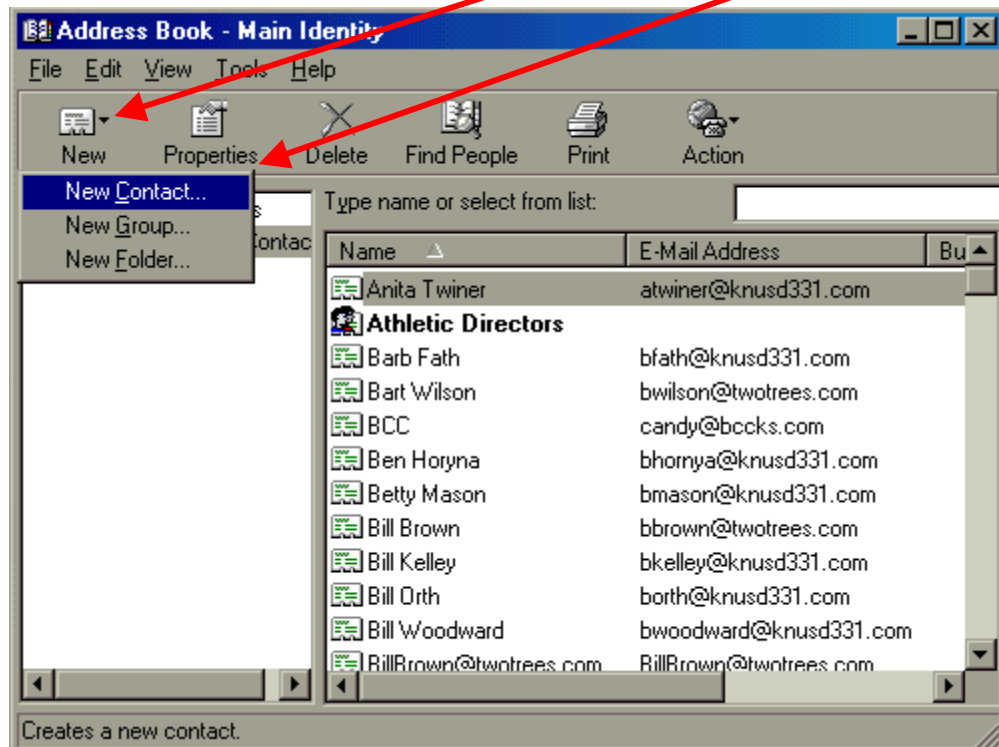


Creating and Using an Address Book in Outlook Express

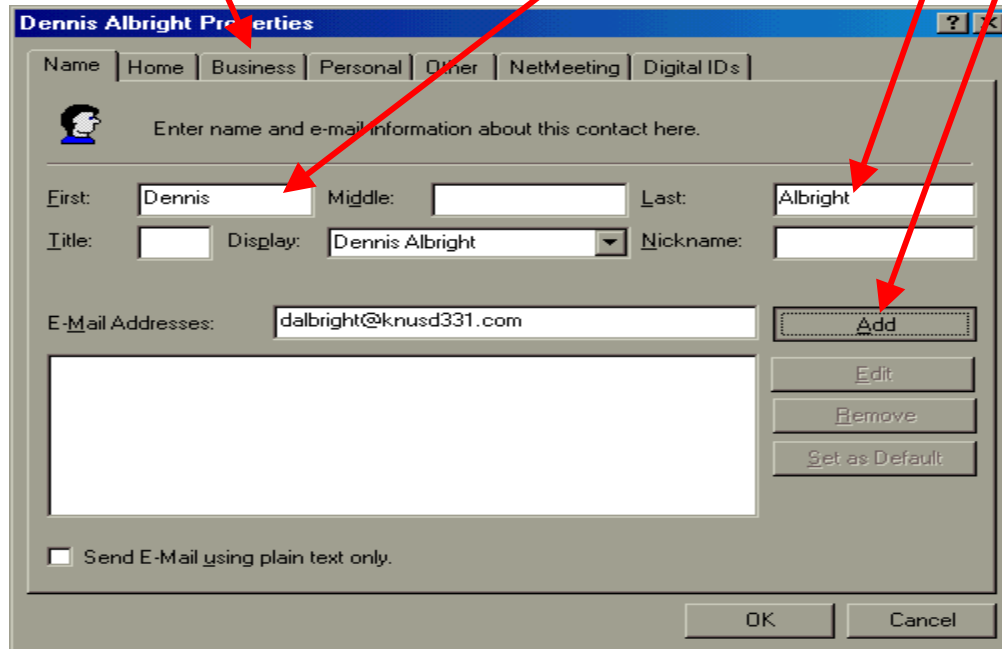
1. Open the Address Book by going to the **Tools** menu => **Address Book** or click the Address Book button.



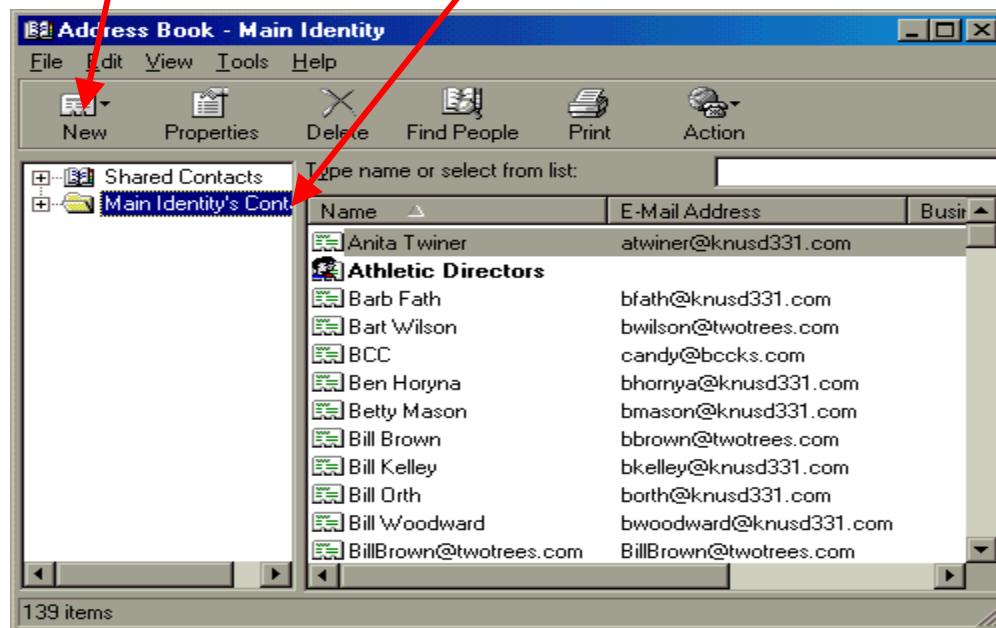
2. Add a new contact by clicking the **New** button and **New Contact**



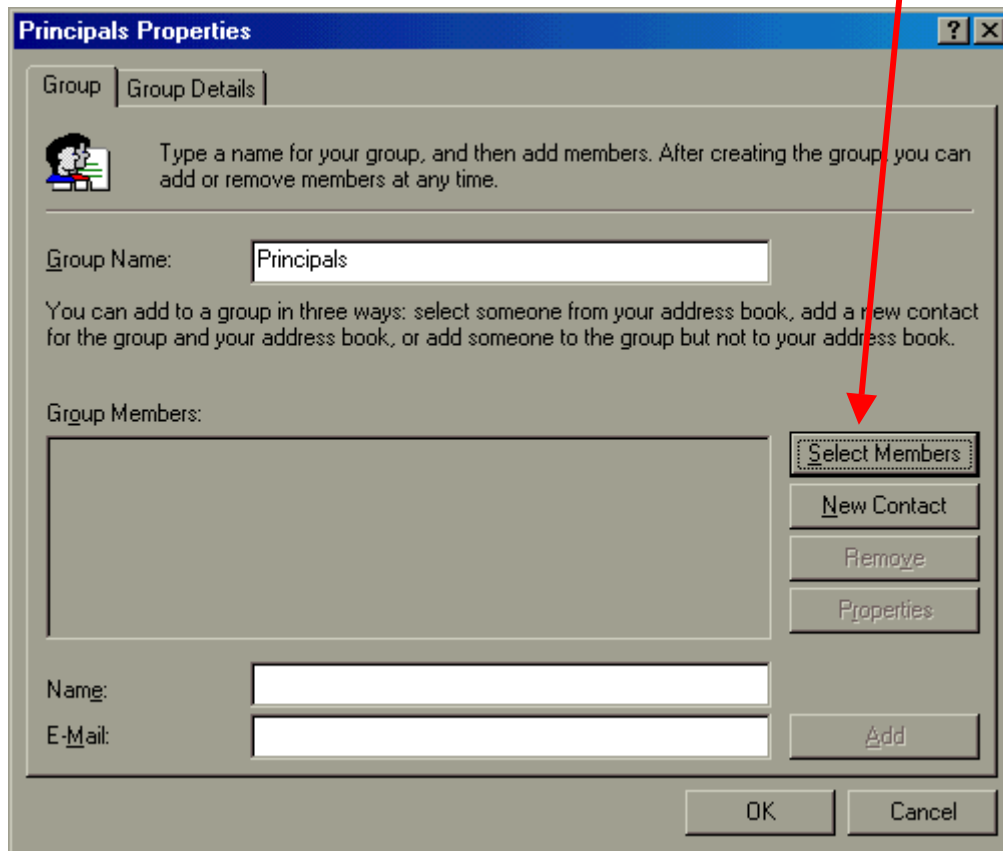
3. 3. Type in the information you want. You will need **First** name, **Last** name, and **email address**. After you type the email address click the **Add** button.
4. Use the **tabs** at the top of the page to input information like Home address, Business address and personal information about that person.



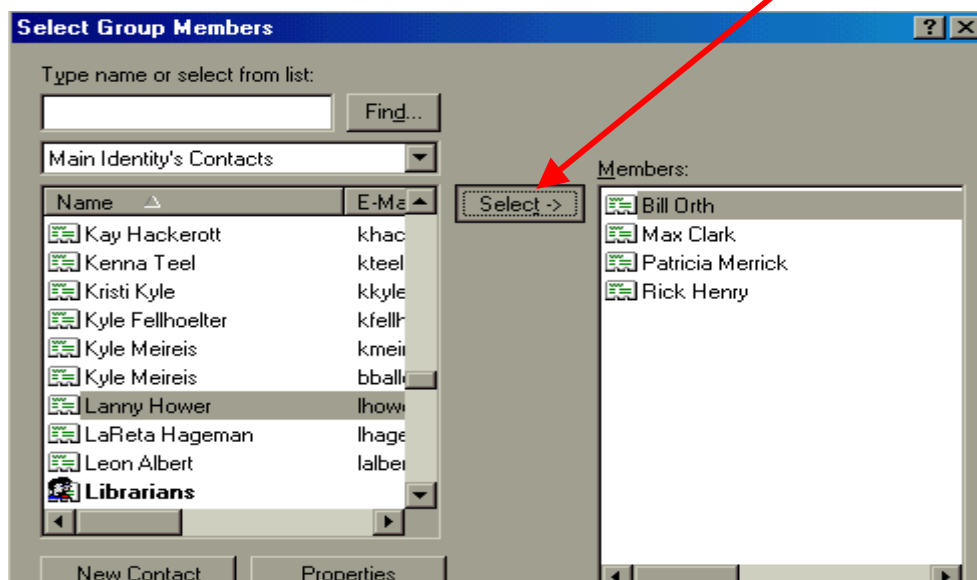
5. 4. Repeat these steps until you have all the addresses you wish to input.
6. 5. Add a group by selecting the **Main Identity's Contacts** folder, clicking the **New** button and **New Group**.



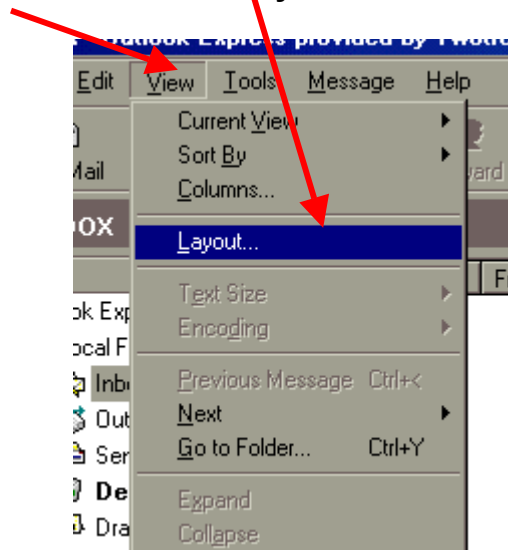
6. Type the name of the group you wish to add and click **Select Members**.



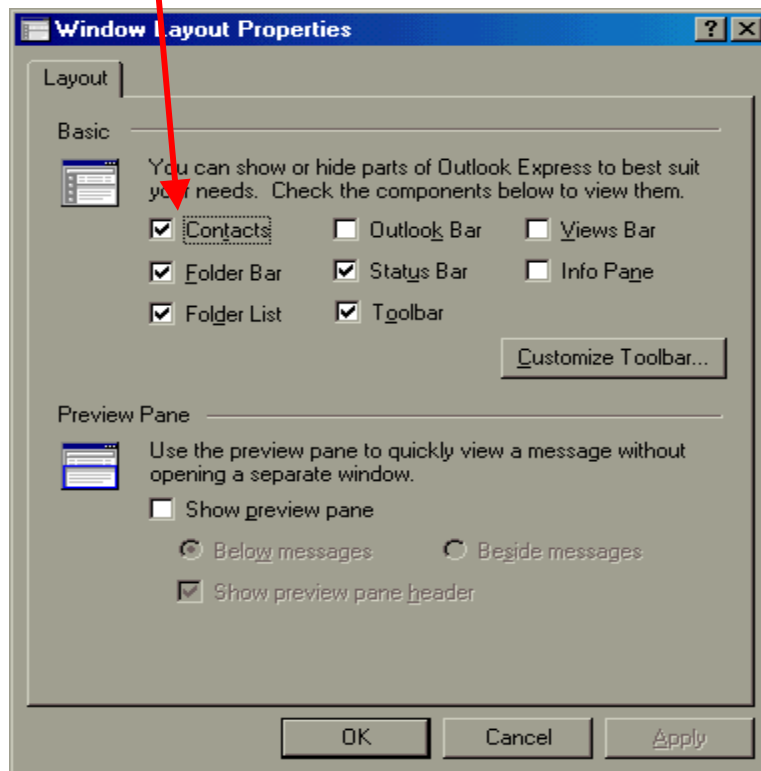
7. Select the names you want in the group and click the **Select** button to move them over to the Member's side.



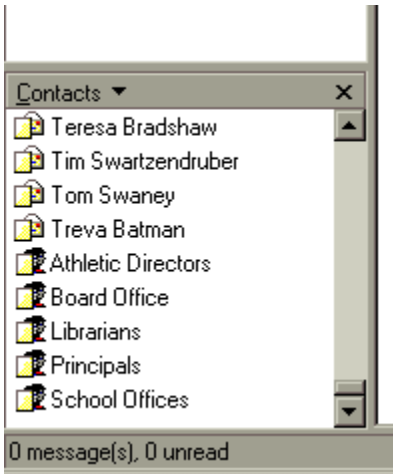
9. 8. When you are finished click the **OK** button on the Select Group Members window, and **OK** on the Group window.
- 10.9. Repeat this process until you have all the groups you want.
- 11.10. In order to use your groups go back to the Outlook Express window. You will need to have the contacts window active in Outlook Express.
- 12.11. Go to the **View** menu and **Layout**.



12. Make sure the **Contacts** box is checked and click the **OK** button.



13. 12. In the lower-left corner of Outlook Express you will see the **Contacts** window.



14. 13. All of the users and groups entered in the address book will appear in this window. You can also enter new users by clicking the **Contacts** button and **New Contact**.

15. 14. To send a message to an individual or a group simply double-click on that individual or group. This will open up a new message with the individual or group as the recipient. Type in the subject, message, send it, and you are set.

Shortcuts:

- With Outlook Express, every time you reply to someone it will automatically place their address in your Address book.
- Try dragging a message you have received from someone not in your address book to the **Contacts** window. This will add that address to your address book.

To Edit an address entry:

1. Click on **Addresses** from the top menu bar.
2. Click on the address you wish to edit.
3. In the window that pops open, make any changes you wish to the existing address entry.
4. Click the **OK** button to save your entry.

To Delete an address:

1. Click on **Addresses** from the top menu bar.
2. Click on the address you wish to delete.
3. In the window that pops open, click the **Delete** button.

** You can also **import your address book from one application to another**, instead of retyping all of your addresses into Outlook. To do this, open Outlook:

- 1) Click on **File**
- 2) Then **Import and Export**
- 3) The select **import from another program or file**
- 4) Hit **next**
- 5) Pick the program that you want to import from and choose **next**.
- 6) Follow the on screen instructions

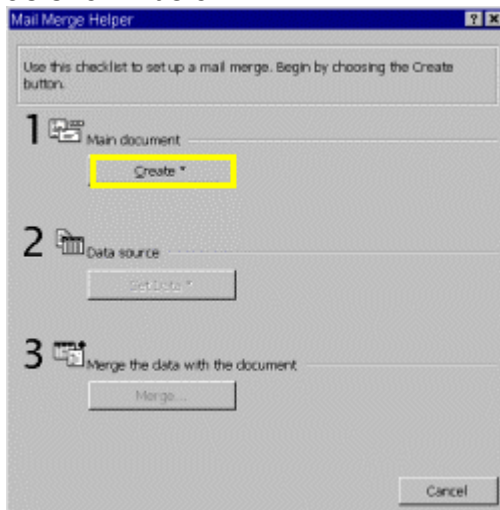
Mail Merge

When sending out a specific letter to a group of people, it is sometimes easier to create a mail merge that automatically places addresses, names, and personal greetings in the letters, rather than having to manually address or retype names in the body of the letter.

Overview of Mail Merge in Word 97/2000

Creating a Main Document

1. To start a mail merge from scratch, click the **New** page button in the **Standard** toolbar of Word 2000/97. The new blank page will be the main document (letter) with which the data source will be merged. The data source contains the actual names, titles, addresses, etc.
2. From the **Tools** menu, choose **Mail Merge**. The **Mail Merge Helper** appears as shown below.

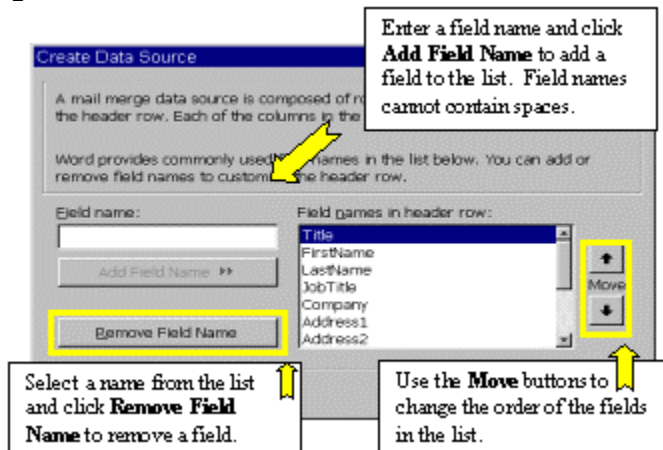


3. In step 1, choose **Create** and select a document type. (You can choose form letters, envelopes, mailing labels, catalogs)A message box appears asking if you

want to use the document in the active window or create a new one. Choose **Active Window**.

Creating a Data Source

1. In the **Mail Merge Helper** dialog box, choose **Get Data** (step 2) and select **Create Data Source**. The **Create Data Source** dialog box appears as in the figure below.



2. Add and remove field names from the **Field names in header row** list as described above. When finished, choose **OK**.
3. Enter a filename for the data source in the save box that is displayed, and choose **OK**.
4. When the message box appears, choose **Edit Data Source** to display the first blank data form.
5. In the **Data Form**, as shown below, enter the records by typing information into the fields. Use the **Tab** key to move between fields. Choose the **Add New** button after completing a record to display a new blank record. When finished entering records, choose **OK**.

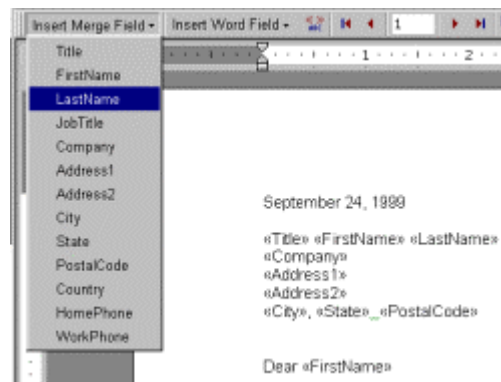


Completing the main document involves adding the necessary fields from your data source and finishing the typing of your document. Entering standard text into this document is accomplished by following the same

methods used to enter text into any other type of document. However, Word adds a special Mail Merge toolbar to the top of the screen to allow you to insert the data source fields and complete the merge.

Inserting Data Source Fields

1. Move the insertion point to the location for the first field.
2. Choose the **Insert Merge Field** button on the **Mail Merge** toolbar.
3. Select the appropriate field name from the list, as shown in the figure below.



4. Continue typing the document, inserting fields where necessary. Be sure to include spaces and other punctuation in appropriate places along with the field names. For example, you will want to place a comma and a space after the **City** field in an address.

Note: You can change the font used for a field name just like you can change the font for any text in the document. To do this, select the field name and change the font and its attributes with either the formatting toolbar or the **Format/Font** dialog box.

Merging Data with the Main Document

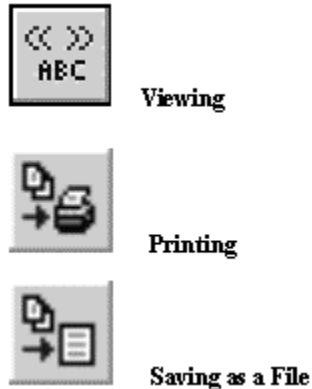
Once the document is finished, you are ready to merge the data source with the document. The fields will be replaced with the data from your data source. You can either merge directly to the printer or merge to a file to print later. You can also preview your documents. This will allow you to make any necessary adjustments before actually printing or saving.

Be sure that the main document is displayed. The **Mail Merge** toolbar displays on the screen whenever a main document is open.

Choose the **View Merged Data** button to preview the resulting documents on the screen.

Choose the **Merge to Printer** button to send the resulting documents directly to the printer.

Choose the **Merge to New Document** button to display the resulting documents in a single file for saving.

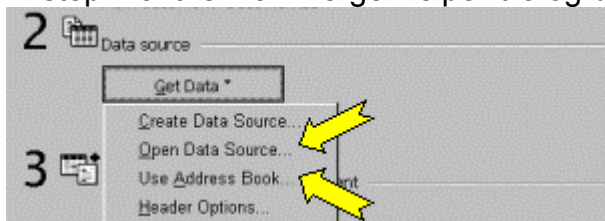


Word also allows you to use other data sources that have been created in other applications. For example, you may have an Excel spreadsheet that already lists all of your employees and their addresses, or you may want to use the Contact list from Outlook. Keep going to learn how to use alternative data sources...

Alternative Data Sources

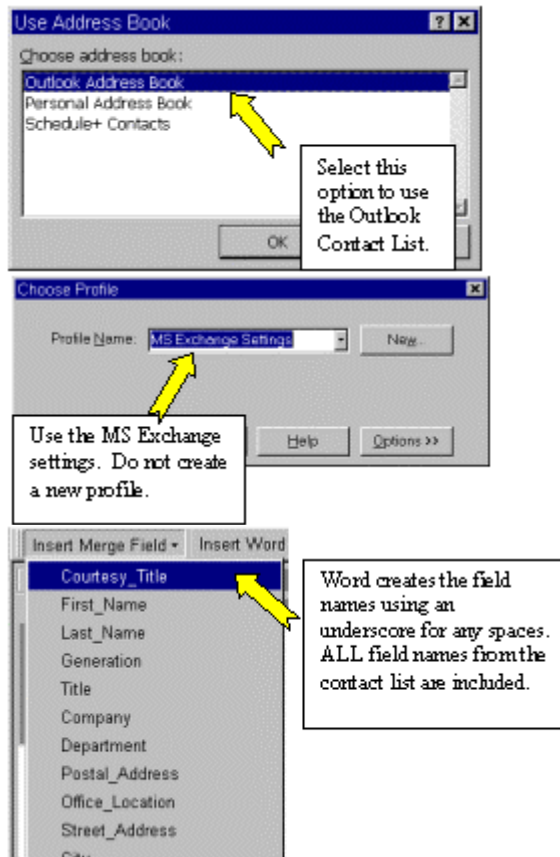
If you were writing a form letter to everyone in your Contact list in Outlook, it would be time consuming to recreate that entire data source in Word. Word allows you to attach other data sources.

In step 2 of the Mail Merge Helper dialog box, as shown below, choose Get Data.



Select Open Data Source to use a file from another program such as Excel. Select Use Address Book to use other sources such as your Outlook Contact List.

Once you have chosen the data source, Word creates the appropriate field names that can be inserted into the main document using the Mail Merge toolbar. In the following example, we have chosen Use Address Book to use our Contact list from Outlook. The steps are displayed in the following figures.



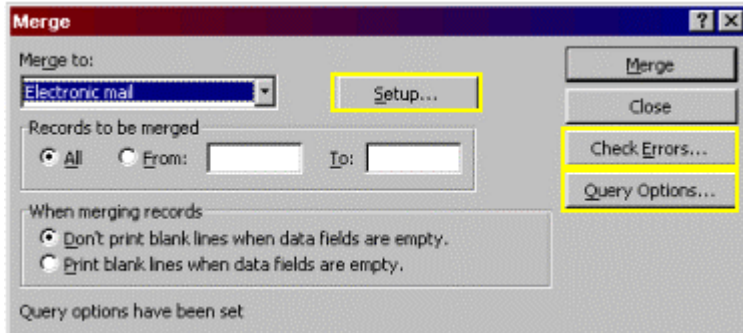
When a data source from another application is used, the data source is linked to that application. In other words, when information is updated in that application, the data source is updated as well.

Word 2000/97 allows you to not only merge to a file or a printer, but also to perform a merge directly to Outlook to send a group of personalized emails! You can even use an Excel spreadsheet or your Outlook Contacts as your data source.

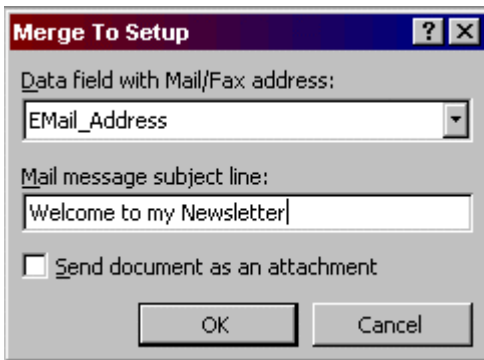
Performing an Email Merge

Set up the merge as normal, choosing Open Data Source to select your Excel spreadsheet or Use Address Book to select an Outlook Contacts list as the data source. For detailed information on setting up a basic merge from scratch, see *Creating a Mail Merge in Word*. (above)

Once your main document is complete and everything is in place for the merge, choose the **Merge...** button from the Merge toolbar. Alternatively, from the Tools menu, choose Mail Merge, and select the Merge button. The Merge dialog box is displayed and offers options for performing your merge.

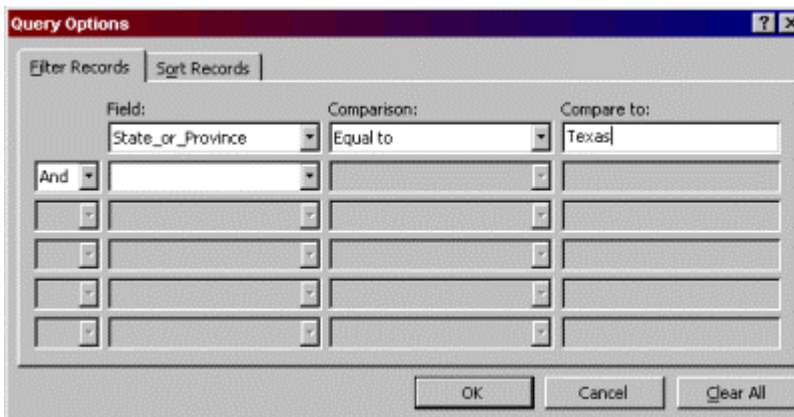


In the **Merge to** field, choose the drop down arrow and select Electronic mail. Choose the Setup button, indicate which field (or column in an Excel spreadsheet) the email address can be found in, and enter a subject for your email in the Merge To Setup dialog box, as shown below.



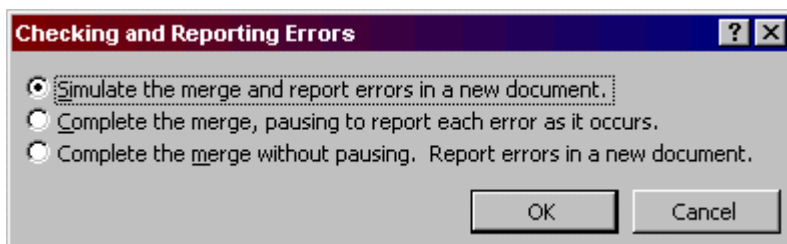
Choose **OK**.

You can select query options with the Query Options button if you need to do targeted marketing or filter out certain individuals from your list for which the email is intended. The Query Options dialog box, as shown below, allows you to choose a field and enter criteria. For example, if I wanted to target only those from my list who reside in the state of Texas, I would choose the options below and type "Texas" in the Compare to field. Note that you can have multiple comparisons (ie. reside in Texas AND are Project Managers).



If you want to use query options, it is very important that you are consistent when entering the data into your data source, or Word will not find all the individuals you need. In the above example, if we entered some people with "Texas" and others with "TX", Word would find only those with "Texas" in the state field. As an alternative, you could enter the above criteria, choose "OR" for the second line and complete the second line the same way using "TX" in the Compare to field.

Now, before you actually send the email, you can have Word check for errors in the document by choosing the Check Errors button and selecting Simulate the merge and report errors in a new document. If you choose to do this, Word will report any errors in the document, and when you are finished correcting any errors, you will need to choose the Merge button again to perform the merge.

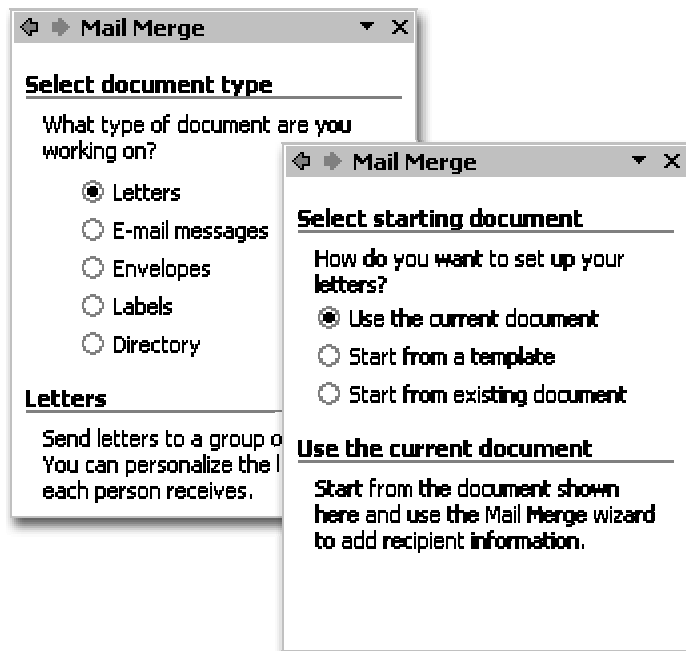


The other two options in the Checking and Reporting Errors dialog box, perform the merge (send the email) and also report errors that have occurred during the merge.

If you do not want to check for errors, choose the Merge button on the Merge dialog box to send your email. Remember, that choosing the Merge button actually sends the email, so be sure to have everything in place prior to choosing that button. If you are on a stand alone machine and are not connected to the Internet, Word places the letters in your Outbox to send the next time you connect and open Outlook.

Overview of Mail Merge Procedures in Word 2002

Mail merge has a new look in Microsoft Word 2002. With mail merge you can merge a list of data like names and addresses with a generic form or template to create customized documents such as letters, mailing labels, or envelopes. When you select the Mail Merge Wizard command (on the Tools menu, Letters and Mailings submenu), Mail Merge appears in the task pane. To begin the mail merge process, determine the type of document you want to create, then continue through the rest of the steps, and complete the process by printing your customized documents.



Using the Mail Merge task pane

With the Mail Merge task pane, each step of the mail merge process is clearly described for you, without leaving your document. Depending on the options you select, a dialog box may appear now and then, but you can focus more on producing the final documents and less on the process. For example, you don't have to close a dialog box in order to make a change to the document. This allows you to proceed through the mail merge at your own pace.

To use the Mail Merge Wizard to add names from your Outlook contacts

You can personalize a letter by using the Mail Merge Wizard in Word to add the names from your Microsoft Outlook contacts. The Mail Merge task pane clearly describes and walks you through each step of the process without leaving your document.

1. On the **Tools** menu, point to **Letters and Mailings**, and then click **Mail Merge Wizard**.
2. In the **Mail Merge** task pane, select **Letters**, and then click **Next: Starting document** at the bottom of the task pane.
3. Select **Use the Current Document**, and then click **Next: Select recipients**.
4. Select **Select from Outlook Contacts**, and then click **Choose Contacts Folder**.
5. Click the appropriate contact folder, and then click **OK**. Choose recipients for the letter by selecting the text box, and then click **OK**. Click **Next: Write your letter**.
6. Finish editing your letter, and add recipient information by clicking the item you want to personalize (for example, an address block or greeting line),

- fill in the information you want to insert in the dialog box, and click **OK**, then click **Next: Preview your letters**.
7. You can preview the letter for each intended recipient if you want, or click **Next: Complete the merge**.
 8. Complete the process by printing your customized letters by clicking **Print** in the **Mail Merge** task pane.
 9. Remember to save your letter. Then close the document and proceed to the next section to print your envelopes.

To print envelopes using your Microsoft Outlook 2002 Contacts

If you're only mailing a few letters, Word makes it easy to print envelopes one at a time. For larger mailings, you can use the Mail Merge Wizard to print envelopes using the address information from your Outlook contacts or other data source, enabling you to address and print all the envelopes at once. In addition, the Mail Merge Wizard can even help you add graphics to your envelopes or print your own return address labels.

1. Open a blank document in Word.
2. On the **Tools** menu, point to **Letters and Mailings**, and then click **Mail Merge Wizard**.
3. In the **Mail Merge** task pane, under **Select Document Type**, select **Envelopes** and then click **Next: Starting document**.
4. Under **Select Starting Document**, select **Change Document Layout**.
5. Under **Change document layout**, click **Envelope Options**. Choose the envelope size and address font options you want, and then click **OK**. Click **Next: Select recipients**.
6. Under **Select Recipients**, click **Select from Outlook contacts**, or search for an existing list by clicking **Use an Existing List** and **Browse**.
7. Click **Choose Contacts Folder**.
8. In the **Select Contacts List folder** dialog box, click on the contact list you want, and then click **OK**. All the contacts in the folder appear in the **Mail Merge Recipients** dialog box.
9. Select the names you want to include, and click **OK**. Click **Next: Arrange your envelope**.
10. Point the cursor where you would like the recipient's name and address to appear on the envelope. Click **Address Block**. Choose the format you would like the name and address to appear. Click **Next: Preview your Envelopes**.
11. You can preview all envelopes to make additional formatting changes you would like or delete recipients. When finished click **Next: Complete the Merge**.

12. If you'd like to add personal notes you can edit individual envelopes. Click **Edit Individual Envelopes**.
13. When you are finished click **Print**. Select **All**. Click **OK**. Important: be sure to select the correct printing options for envelopes before clicking OK to print.
Note In the Mail Merge Wizard, your return address is omitted by default. If you want to print your return address on the envelope, add your return address to your envelope document in Step 4 or Step 5.