



# HOW TO SEND MASS EMAIL



You need to have Microsoft Office with Word, Excel and Outlook to use this method. Furthermore, you need to have Outlook set up to send email with your email provider.

## **START A MAIL MERGE**

To do this, use one of the following procedures, as appropriate for the version of Word that you are running:

### **Microsoft Word 2002**

On the Tools menu, click Letters and Mailings, and then click Mail Merge Wizard.

### **Microsoft Office Word 2003**

On the Tools menu, click Letters and Mailings, and then click Mail Merge.

### **Microsoft Office Word 2007, 2010 and 2013**

On the Mailings tab, click Start Mail Merge, and then click **Step by Step Mail Merge Wizard**.

## **STEP 1 OF 6: SELECT DOCUMENT TYPE**

1.Under Select Document Type, click E-mail Messages.

2.Click Next: Starting Document.

## **STEP 2 OF 6: SELECT STARTING DOCUMENT**

1.Under Select starting document you want to choose Start from existing document. Choose Open and navigate to where you saved the "TAKE 5 - EMAIL" Word file.

2.Click Next: Select Recipients to continue.

## **STEP 3 OF 6: SELECT RECIPIENTS**

1.Select Use an existing list, click Browse to locate and choose your file. Choose the sheet in which your data is on (usually Sheet1) and click Ok. You can exclude certain rows by unchecking them or continue with Ok.

2.Click Next: Write your e-mail message to continue.

## **STEP 4 OF 6: WRITE YOUR E-MAIL MESSAGE**

At this point, customize the email to include your center name, start day and time.

You can also modify the email to include a personal message and including merge fields such as first and last name.

Click Next: Preview your e-mail messages to continue.

## **STEP 5 OF 6: PREVIEW YOUR E-MAIL MESSAGE**

You can preview just one message of your mail merge, or you can preview all of them. You also can click Edit recipient list to remove names or add to your recipient list.

After you preview your message, click Next: Complete the merge to continue.

## **STEP 6 OF 6: COMPLETE THE MERGE**

1.Click Electronic Mail.

2.When the Merge to E-mail dialog box appears, select the field that you want to use for the To line, type the subject in the Subject line, and then select the mail format that you want to use (HTML).

3.Click OK to send your messages.

\*MAKE SURE YOU DON'T OVER-SEND AND TO REMOVE PEOPLE WHO HAVE REQUESTED TO BE REMOVED. YOU WANT TO AVOID YOUR DOMAIN NAME FROM BECOMING LISTED AS A "SPAM" SOURCE.