1. Open the Microsoft Document you would like to mail merge. In the CIEP office, we use mail merge for:
   - Student Class Schedules
   - Student Information Sheets
   - Enrollment Letters
   - Midterm & Final Grades

2. Open the Mail Merge Wizard.
   Mailings > Start Mail Merge > Step by Step Mail Merge Wizard.

3. Select Document Type.
   The wizard will open on the right side. Choose letter. Then click Next.

4. Find the appropriate ACCESS database to get information.
   Choose Browse, then V:/ACCESS/Current Students
   Choose the appropriate year and session.
5. Choose recipients. Choose all or Filter/Sort for specific recipients. For example, you can create a filter for just new students, or just conditionally admitted students, or those with Saudi Cultural Mission numbers. You may also search by name or ID# to print grades/schedules for one or a few students.

**NOTE:** In this screen, sort the columns alphabetically.

6. Write the letter. In this stage you can write a letter or verify that all the mail merge fields in an existing document are still correct. To add fields that correspond with the Access database columns, choose “More items.”

Then you may choose from the columns in the database.

When you are finished, click ‘next’ and view your letters.

7. Preview and Print. If everything looks ok, choose “Complete the merge” at the bottom. Then we typically click “Edit individual letters.” This will open a document with all of the letters/schedules. Verify everything is set and print. Make sure the printer is set to the correct settings. (duplex for grades; one-sided for schedules/memos)