

File

Home

Insert

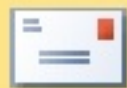
Page Layout

References

Mailings

Review

View



Envelopes

Create



Labels



Start Mail
Merge ▾



Select
Recipients ▾



Edit
Recipient List

Start Mail Merge



Highlight
Merge Fields



Address
Block



Greeting
Line



Insert Merge
Field ▾

Write & Insert Fields



Rules ▾



Match Fields



Update Labels



Prev
Resu

Create Envelopes

Create and print envelopes.

 Press F1 for more help.