Choose the Contacts (in Outlook) you wish to create labels for

This can be done one of two ways, depending how you have your Contacts set up.

- If you have all contacts created in one folder, highlight those you wish to create labels for (hold down the Control key and click on each contact).
- If you have a separate subfolder created for groups of certain contacts and wish to use that subfolder, click on the folder itself.

For purposes of this instructional document, this shows the steps using a contacts subfolder.

Start the merge

Once you have your contacts highlighted, click on Tools-Mail Merge. The following window appears:

As indicated by the red arrow in the illustration:

- Make sure to highlight New document radio button, if it is not already highlighted.
- Make sure to click on the dropdown under Document type and choose Mailing Labels.

Click OK when ready. This will open Word. In Word, the following window appears ~ Click on the OK button to proceed.
NOTE: If the Word help animated feature is turned on, you may see a help window appear. If so, click the line that says “Complete Setup.”

**Pick label type**

You will immediately see this window. Click on the “Setup” button and choose the label type you are using.

When finished, click the Close button at the bottom of that window.
You will immediately see a blank page with the label fields highlighted, such as this: (Don’t panic that you don’t see your Contact info here…we’ll get there!) NOTE: If you don’t see gridlines, roll your cursor on the outside upper left edge of the document. You should see a symbol like this + which represents a table. Right click on that and choose “Borders and Shading” – Select ALL under Setting to see gridlines.

New document opens with Mailings tab open in Word
Word opens with the Mailings tab visible. You will utilize different features under this tab to complete the merge.

Insert merge fields
Click inside the first label field (upper left corner). Click on the “Insert Merge Field” button as shown:
You will see another window:

Click on the button next to “Address Fields”

Double click on each Field name you wish to show on your labels. (Or single click and press the Insert button.) You may want to practice with this to see what results you get.

For purposes of this demo, I chose the following fields: First name, Last name, Address 1, Address 2, City, State, Postal Code.

Pick other fields if you want that to show in your labels, i.e., you might want to use Company if you plan to pick up a business name.

Click Close once you have double clicked on all fields you desire to use.

You will now see these fields in the upper left label on your Word document (they will show in only the one label):

«FirstName» «LastName» «Address 1» «Address 2» «City» «State» «Postal Code»

You will want to fix the spacing so that the label fields don’t merge against each other! Position your cursor after «FirstName>> and press the spacebar to add a space. After Last Name, click Enter to place the address fields on the next line, and so forth. Be sure to add spaces between the Address 1 and Address 2 fields, and the City, State and Postal Code fields. Otherwise your label merge will show all info run together. Your final result will look something like this:

«FirstName» «LastName» «Address 1» «Address 2» «City» «State» «Postal Code»
Copying merge field info onto other labels

Next, click on the button “Update Labels” which will copy those merge fields unto all labels on the page.

Preview labels

If you wish to preview what your merged labels will look like, click on the “Preview Results:” icon. Note: If the labels don’t look quite right and you wish to edit the spacing, add another field, etc., click on the “Preview Results” icon again. It will toggle you back to show the merge fields. This does not complete your merge….it simply shows you what one sheet of labels will look like. To complete the merge, follow the next step!

Merge to new document

Once you are happy with how things look click on the “Finish & Merge” button, circled below:

Print or save as desired!