How to send a personalized email to multiple recipients (email merge) in Outlook 2010

To send an email to multiple recipients that appears as though it were sent to each one individually, use the mail merge feature in Office.

1) In Outlook, open your Contacts folder.

2) Choose the contacts whom you wish to include in the mail merge. (You can hold down the Ctrl key and click multiple recipients.) Click the “Mail Merge Button” in the Actions section of the menu bar.
3) This will open the “Mail Merge Contacts” dialog box. The defaults are okay, except in the “Merge options” section, choose “Email” from the “Merge to” menu. This will let you enter a subject line for the email.
4) Click “OK”. This will open Word and allow you to edit your message just as if you were doing a standard mail merge. You will probably want to begin with a greeting line.

![Insert Greeting Line dialog](image)

You can choose the level of formality from the second drop-down menu, as well as adjust other parts of the personalized greeting.

5) Write the rest of your message and sign it. (Mail merge does not use your Outlook signature.)

![Sample message](image)
6) Click the “Finish and Merge” menu and choose “Send E-mail messages”.

7) The defaults here are fine; click “OK” to send your messages.