

Mail Merge User Guide
Free School Meals

- Open the excel document from the file that contains the information
 - Check that the vouchers are allocated to the correct priority (mainly p1) maybe P2 in certain circumstances
- Copy info onto a new spreadsheet and created the relevant summaries at the top
- Open word
- Select 'Mailings' from the menu tab at the bottom
- Select the arrow next to 'Start Mail Merge'
- Select 'Email Messages'
- Select the spreadsheet with the relevant information on
- On the Email page, start the mail merge with 'Dear [INSERT SALUTATION] Please find the link to [INSERT STUDENTS NAME] FSM voucher below. Kind Regards [ACADEMY]
- INSERT THE VOUCHER TAG
- Click 'Finish & Merge'
- Click 'Send Email Message'
- In the 'To' box, select the email column
- Give the email a subject title such as 'FREE SCHOOL MEAL VOUCHER'
- Click 'OK to send'

NB. Please make sure you have the desktop version of outlook open otherwise the emails will not be sent; they will just queue until you open it.

Anywhere you don't have email addresses will need to be copied individually into a text one at a time asking for an email address to speed it up the following week.