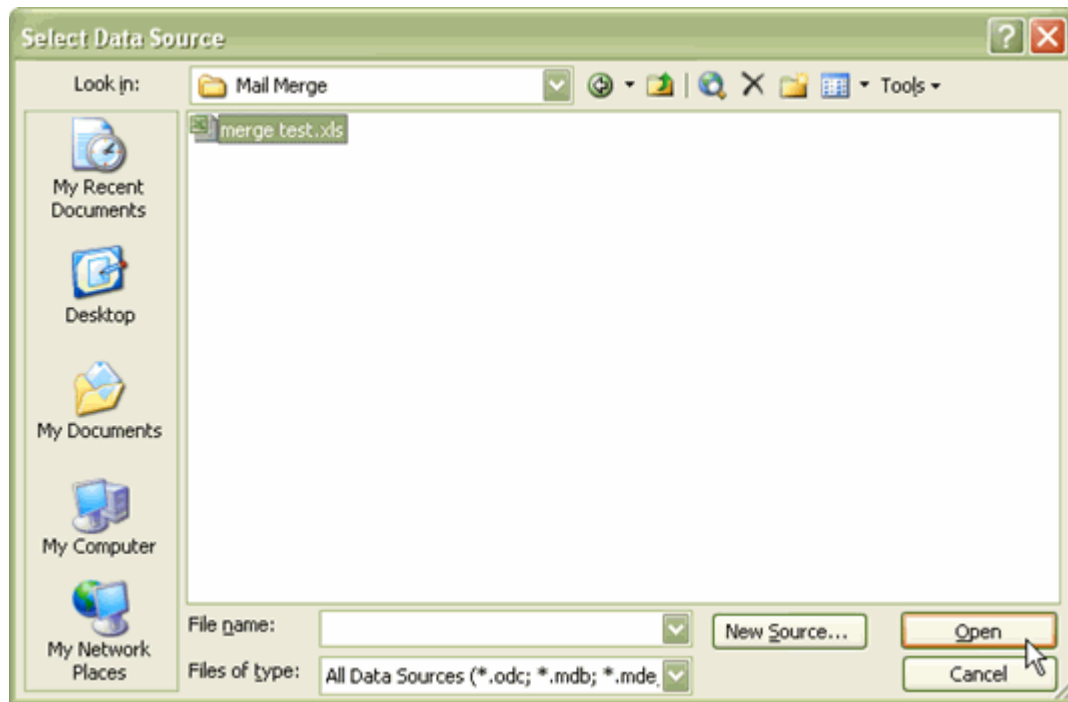


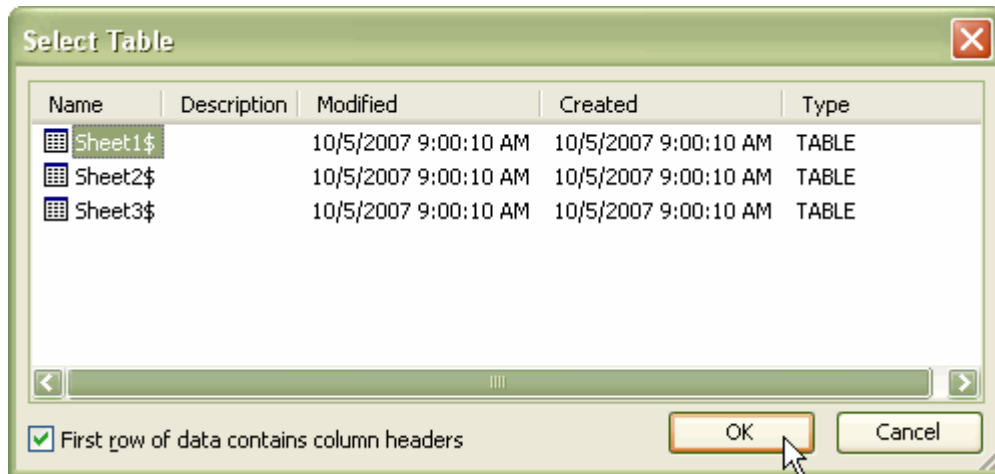
4. Click on Open Data Source (2<sup>nd</sup> button in)



5. Browse to the spreadsheet you want to pull data from.



Click OK



- Compose email message inserting merge fields using the 6<sup>th</sup> button on the tool bar (Insert Merge Fields) where necessary



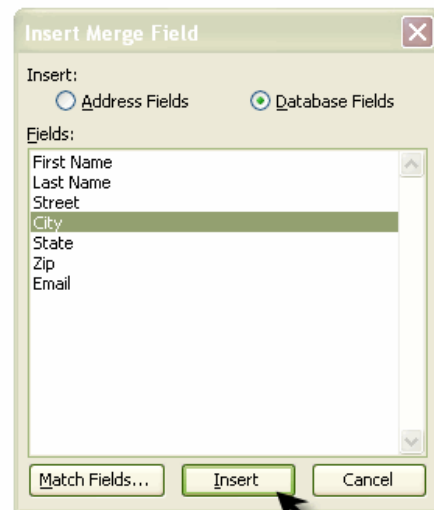
«First\_Name» «Last\_Name»  
 «Street\_»  
 |

Dear «First\_Name»,

The event has been cancelled.

Sincerely,

Joe Smith



- Click View Merged Data



8. If all looks as you would like it, click merge to email



9. Enter Subject

