To complete a Mail Merge using an existing list:

1. Open the file containing the letter.

2. Click the **Mailings** tab.

3. In the Start Mail Merge group, click **Start Mail Merge**.

4. Click **Step-by-Step Mail Merge Wizard**.

5. Leave the default selection set to Letters.

6. Leave the default selection as is. Then click **Next: Select recipients**.
7. Click the radio button for Use an existing list.

8. Click Browse.

9. Navigate to the data source. This can be an Access table or an Excel worksheet. If not already highlighted, click the sheet you wish to use. Click OK.

10. Check or uncheck recipients as desired.
11. Add information to your letter by selecting available items as desired below.

![Mail Merge](https://youtu.be/Uaq8Dv9w53o)

12. If in the preview pane, you do not see the address block displaying the way you wish it to, you will probably need to open Match Fields and make corrections.

![Insert Address Block](image1)

- a) To make change in the address display, click **Match Fields**.

- b) Find the missing field(s). Example:

![Match Fields](image2)
c) Click on drop-down arrow(s) and match the field(s), then click **OK**. Example:

13. Preview your letter format if desired and make global changes on the preview.

14. Click **Next: Complete the merge**. Edit individual letters as necessary.