- 1. Go to the "Mailings" Tab in Microsoft Word
- 2. Select "Start Mail Merge"
- 3. Choose "Email Message"



- 4. Type the message you would like to send
- 5. Choose "Select Recipients"
- 6. Choose "Use Existing List"

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- 7. A window will pop up. Choose the location where your districting list is saved.
- 8. Go to "Finish & Merge"
- 9. Select "Send Email Messages"

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10. A window will pop up. Type the subject of the email.

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- 11. After adding the subject click "OK"
- 12. Your emails have been sent to the distribution list.