# Outlook - All about Mail Merge

**Category:** Modern Workplace & M365 | **Vendor:** Microsoft

**Duration:** 1.00 hours (1 days) **0.8 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

### Course Information

**Delivery Format:** Instructor Led - Online

## Course Overview

Discover the powerful mail merge feature from Outlook to quickly build customized emails, labels, and letters. Create and set up data files from scratch or connect to names in Excel or Outlook.

## About This Course

Discover the powerful mail merge feature from Outlook to quickly build customized emails, labels, and letters. Create and set up data files from scratch or connect to names in Excel or Outlook.

# Detailed Course Outline

- Use Mail Merge to Send Emails
- Navigate the Mail Merge
- Format Email Messages in Word
- Make your message visually appealing and user-friendly
- Start a Mail Merge from Microsoft Word
- Select recipients and prepare the Merge.
- Use Mail Merge to create labels
- Follow steps to print labels

# Frequently Asked Questions

### Q: What delivery options are available for Outlook - All about Mail Merge?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

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### Q: How many CPD hours does this course provide?

The 1-day Outlook - All about Mail Merge course provides up to 0.8 CPD hours of structured learning. CPD certificates can be provided upon request.

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### Q: What is the duration of the Outlook - All about Mail Merge training?

The training takes place over 1 day(s), with each day lasting approximately 1.00 hours including breaks for lunch and refreshments.

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### Q: Do you provide corporate training for Outlook - All about Mail Merge?

Yes, we provide corporate training, dedicated training, and closed classes for Outlook - All about Mail Merge. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

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### Q: Why choose Nexus Human for Outlook - All about Mail Merge?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

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### Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Outlook - All about Mail Merge training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.


## Nexus Human

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