How to merge a CSV (MS Excel) file into a MS Word document to print addressed envelopes for a group mailing:

1. Open a new MS Word document
2. Specify a default return address:
3. On the **Tools** menu, click **Options**, and then click the **User Information** tab;
4. In the **Mailing address** box, type a return address, click OK.
5. Tools menu > Letters and Mailings > Mail Merge Wizard
6. select Envelopes
7. click Next: Starting document
8. select Change document layout
9. click Envelope options
10. select an Envelope size, click OK
11. click Next: Select recipients
12. select Use an existing list
13. click Browse
14. find the .csv file on your computer and double-click on it
15. click Select All, click OK
16. click Next: Arrange your envelope
17. left-click in the mailing address area of the envelope to get the cursor there
18. click More items...
19. select Insert: Database Fields
20. select FirstName, click Insert
21. select LastName, click Insert
22. select FullAddress, click Insert
23. select City, click Insert
24. select State, click Insert
25. select Zip, click Insert
26. click Close
27. edit envelope as normal for postal mailability:
put cursor before <<FullAddress>> and hit Enter to put it on the next line;
put cursor before <<City>> and hit Enter to put it on the next line, and
insert a comma & a space between <<City>> & <<State>> and
insert two spaces between <<State>> & <<Zip>> and
insert a space between <<FirstName>> & <<LastName>>
28. click Next: Preview your envelopes
29. click >> to preview the next envelope…
30. click Next: Complete the merge
31. click Print...