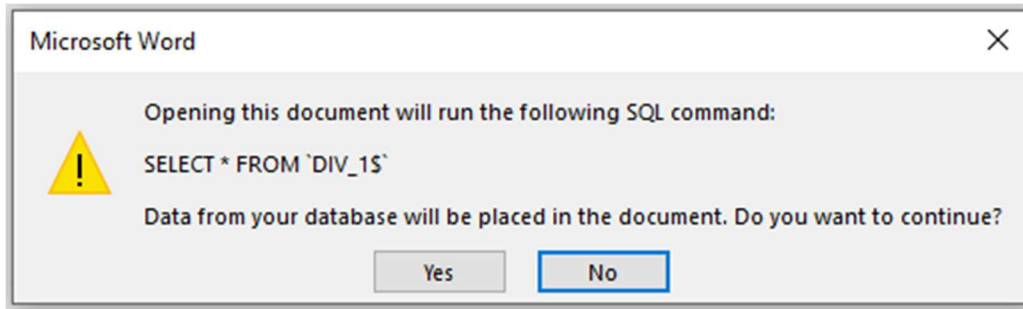
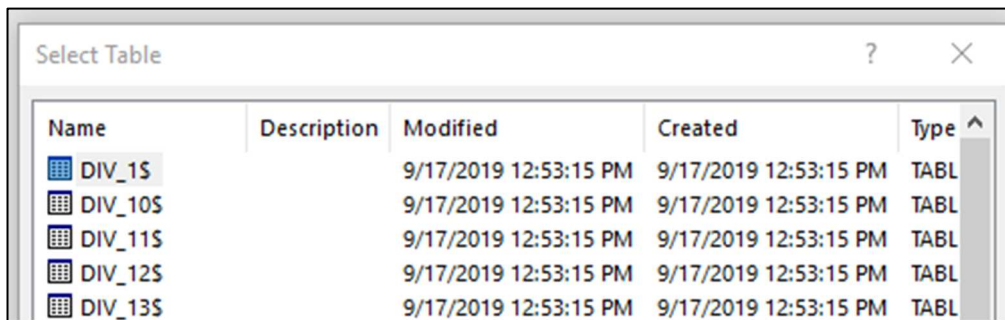


USING MAIL MERGE WITH PROJECT COMMUNICATION TEMPLATES

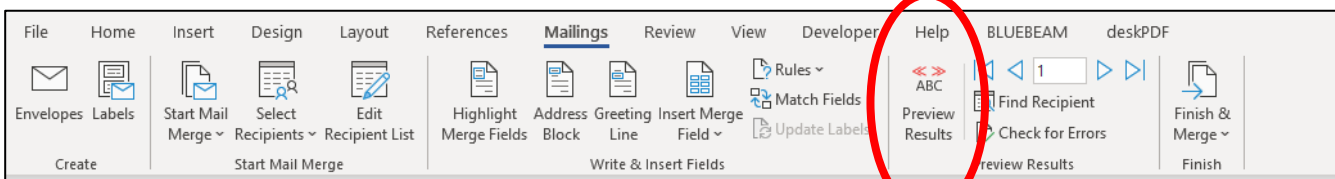
1. Open the desired word document communication template.
 - a. When opening the form letter a pop-up window may appear:



2. To enable editing, select “No”
3. Go to the Mailings tab on the upper ribbon.
4. Click on “Select Recipients” then select “Use an Existing List” from the dropdown.
5. When prompted to the “Select Data Source”, Browse to the excel sheet titled “form Contacts by Division”, select and hit open.
 - a. A popup window with DIV 1-14 will appear
6. Select the appropriate division and hit OK



7. On the mailings tab, click on “Preview Results” to view and check recipient names.



8. Ensure the names are correct for the desired division.
 - a. ***IMPORTANT:** There may be names already filled in the letter. If the names do not correspond to the desired division, follow steps 3-6 to change the names.
9. Use File “Save As” to rename and save the edited document. For example, save as TIP#_Template Title and upload to DocuSign to obtain signatures as needed.

****NOTE:** If a position appears as -Vacant- on the form letter use next appropriate person for that unit.

If you have any questions, please contact:

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