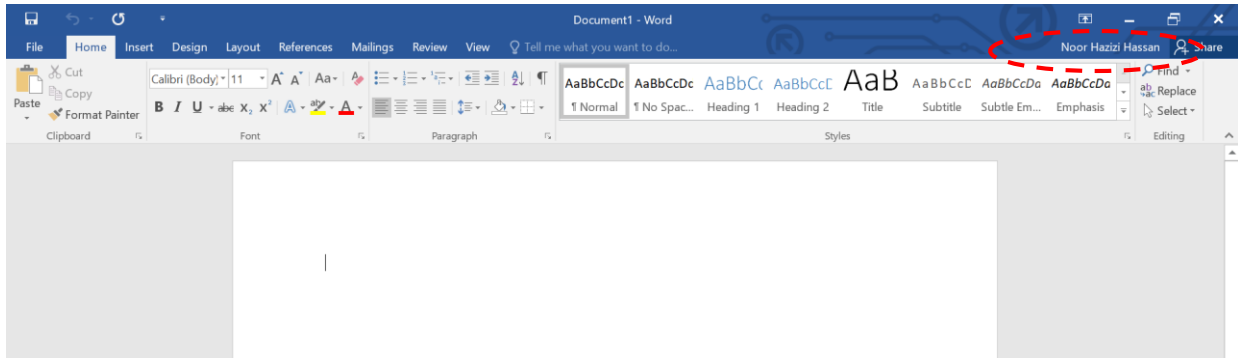
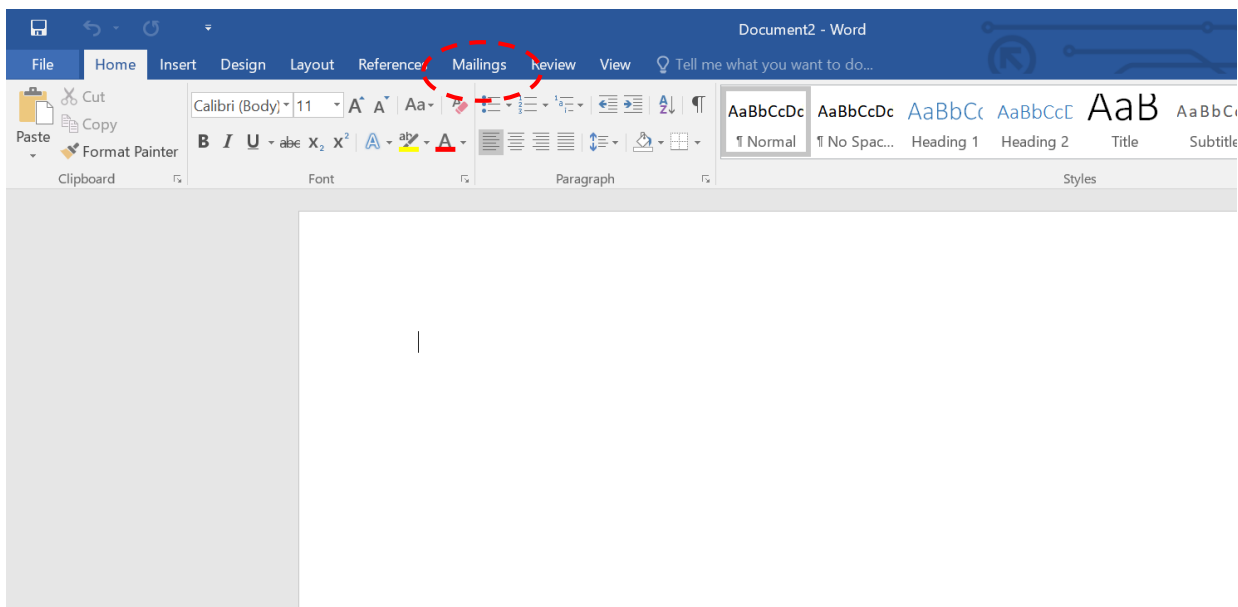


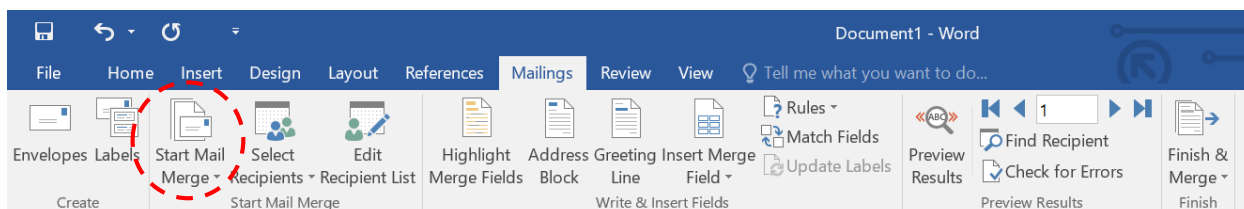
1. Open Microsoft Word (2016) file.
2. Please check your account is logged into your Microsoft account.



3. Click '**Mailings**' tab.



#### 4. Click 'Start Mail Merge'



Assalamualaikum & Salam Sejahtera,

«Email»

Dengan hormatnya merujuk kepada perkara di atas.

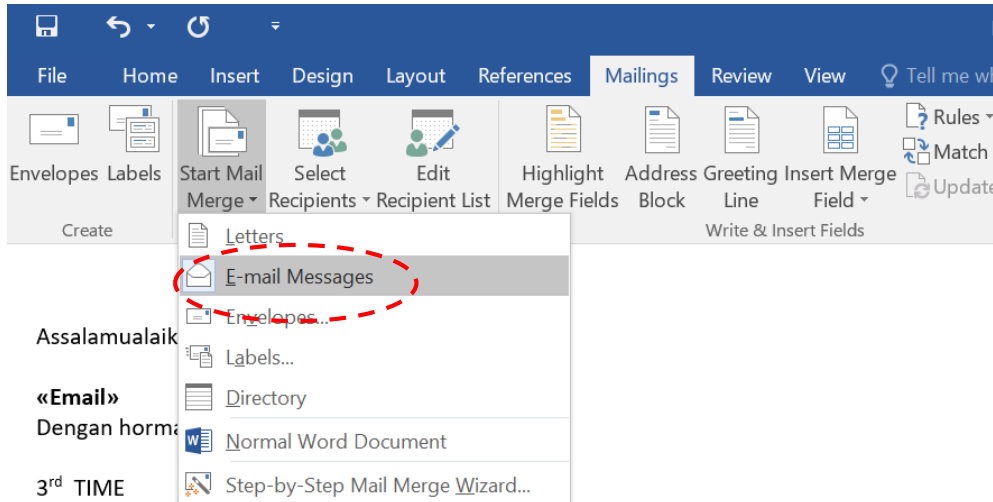
3<sup>rd</sup> TIME

TESTING MULTIPLE RECIPENTS

From Word 2016 with attachment

Sekian, terima kasih

#### 5. Click the drop down and choose 'E-mail Message'



Assalamualaik

«Email»

Dengan horma

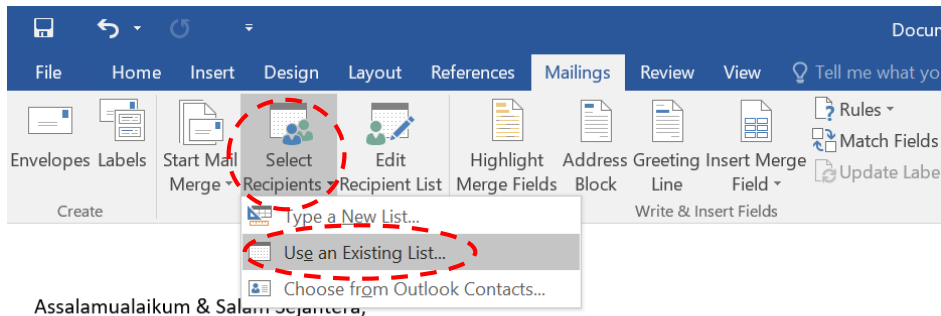
3<sup>rd</sup> TIME

TESTING MULTIPLE RECIPENTS

From Word 2016 with attachment

Sekian, terima kasih

6. Click '**Select Recipients**' and click '**Use an Existing List**'



«Email»

Dengan hormatnya merujuk kepada perkara di atas.

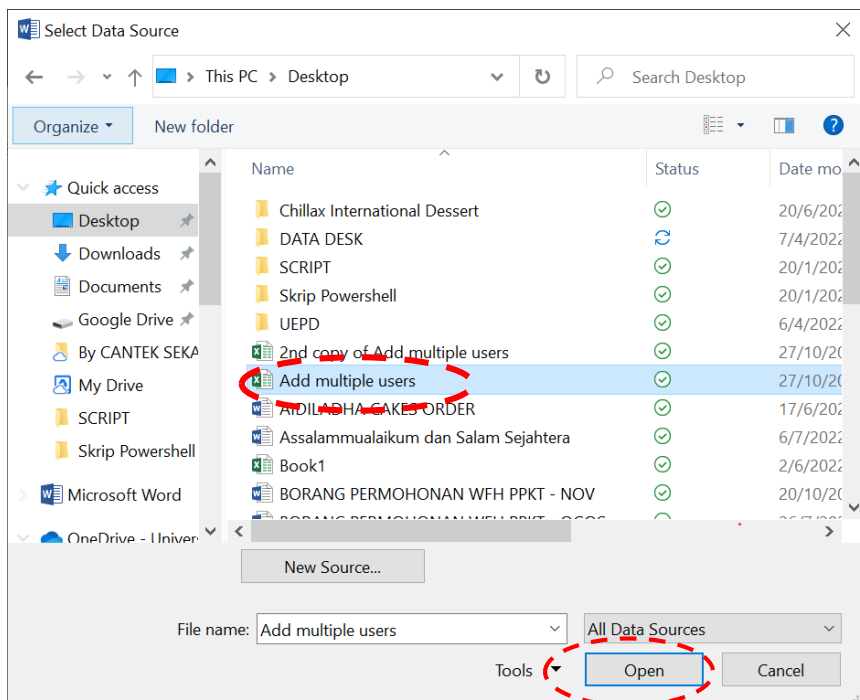
3<sup>rd</sup> | TIME

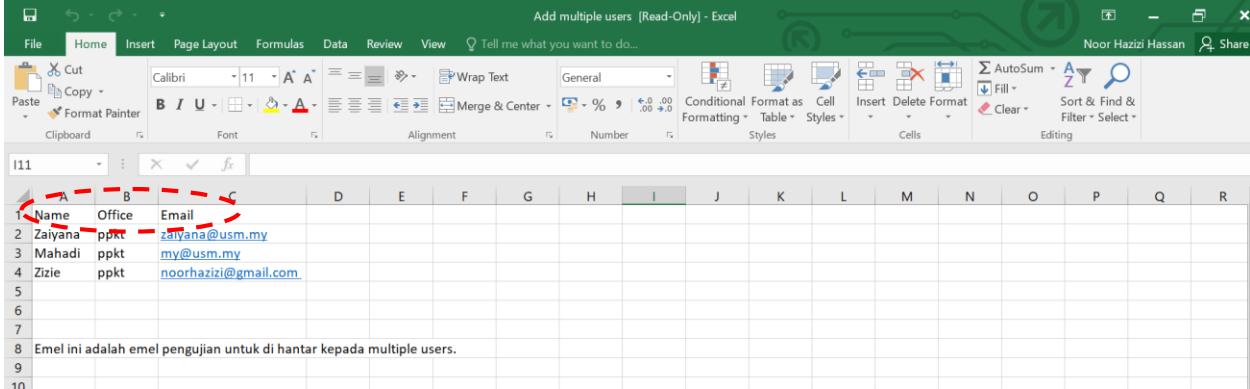
TESTING MULTIPLE RECIPIENTS

From Word 2016 with attachment

Sekian, terima kasih

7. Point to your Excel email address **file**, and click '**Open**'

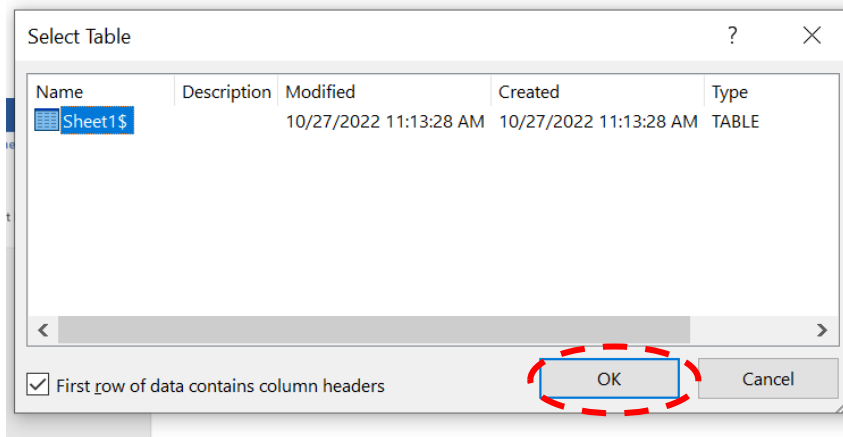




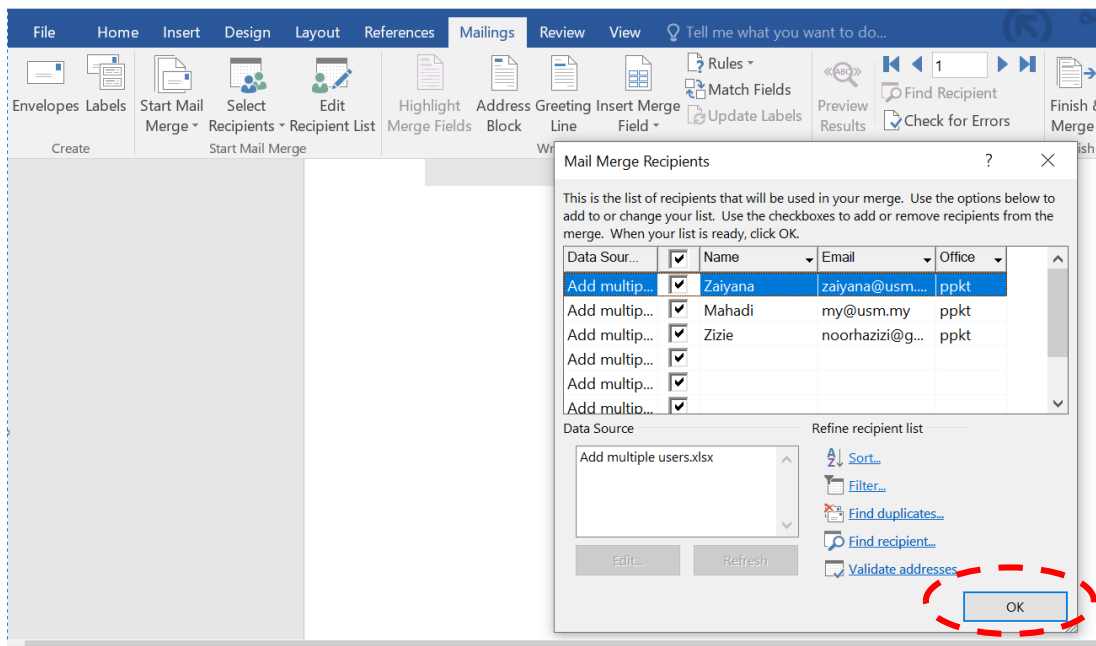
Name	Office	Email
Zaiyana	ppkt	<a href="mailto:zaiyana@usm.my">zaiyana@usm.my</a>
Mahadi	ppkt	<a href="mailto:my@usm.my">my@usm.my</a>
Zizie	ppkt	<a href="mailto:noorhazizi@gmail.com">noorhazizi@gmail.com</a>

Emel ini adalah emel pengujian untuk di hantar kepada multiple users.

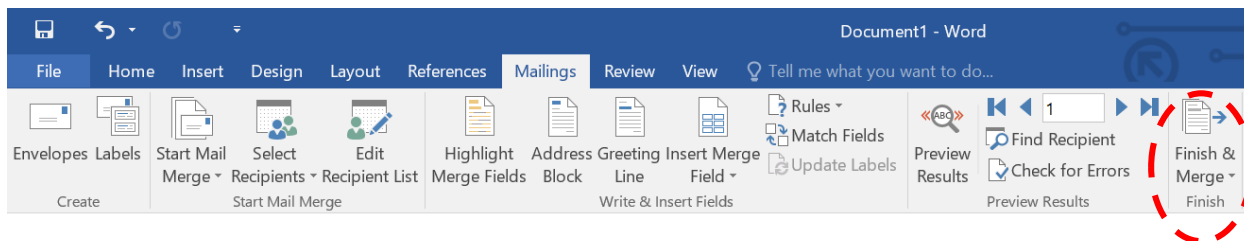
8. Click 'OK'



9. Click '**Edit Recipient List**' and choose the email address to send, then click '**OK**'



10. Last, click '**Finish & Merge**'



Assalamualaikum & Salam Sejahtera,

«Email»

Dengan hormatnya merujuk kepada perkara di atas.

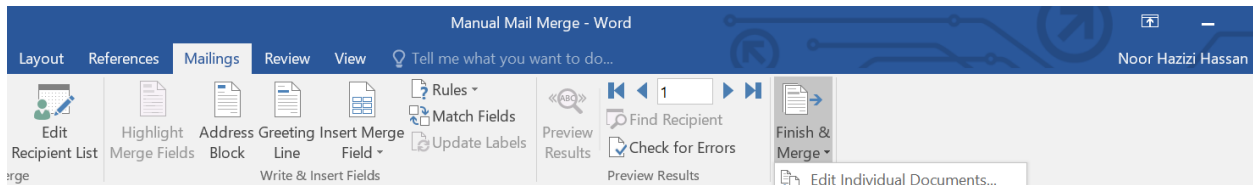
3<sup>rd</sup> | TIME

TESTING MULTIPLE RECIPIENTS

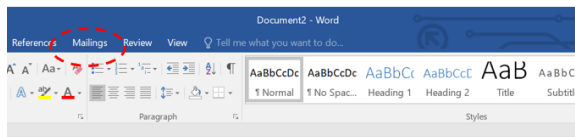
From Word 2016 with attachment

Sekian, terima kasih

## 11. Click 'Send Email Messages'



(2016) file.



## 12. Recipients receives the email

