



MAIL MERGE



The Badge: The Mail Merge badge is issued to individuals that have demonstrated their ability to use the Mail Merge feature available in multiple Office Products. Badge owners can implement Mail Merge in a classroom for student use or in a professional growth or office setting.

How to earn this badge: To earn the Mail Merge badge you must create a [screencast](#) in which you demonstrate your ability to utilize the Mail Merge features listed below. Post your Screencast online ([YouTube](#), [Vimeo](#), [Google Drive](#)) and submit it in the form linked at the bottom of the page.

- ☐ Show where the mail merge option is in the Office product you choose to use (Word, Publisher, etc.)
- ☐ Use the Mail Merge Wizard to link an existing list
- ☐ Add at least three fields
- ☐ Preview at least three different results/recipients
- ☐ Show how to print and/or save the results
- ☐ Please use the naming convention <First and Last Name - Mail Merge Badge> when titling your screencast video

Submit

[Submit your Evidence](#)

For questions on badge criteria, contact [ETC!](#)

[Mail Merge Help](#)



Screencasting Tools:

Screencast-O-Matic	Screencastify (Chrome Extension)
Nimbus (Chrome)	

