



Learning Lab: **"FREE"** Mail Merge

with



September 11th 9:30 am - 12:00 pm

Are you responsible for sending a written or emailed message to each member of a group? The amount of time and effort required to create each letter one at a time can prove daunting. You could create a template file and edit it manually to add names, addresses and other individualized details; however, for a large list look to Microsoft Word's mail merge capabilities to simplify the process of sending a unified message with customized details.

RSVP Required! Space is Limited.

Questions: Contact Shari J. Hanglan at
561-910-5069 or shanglan@nonprofitsfirst.org

[CLICK HERE TO DOWNLOAD THIS FLYER](#)

Members: FREE
Non-members: \$74.99

[Click Here To Register](#)



