

Mail Merge Guidelines Computing Information Services (CIS), The Mail Center and The Reproduction Center work in conjunction to provide large and bulk mail services to the college. These services are offered so that the college can create and effectively deliver large, complex mailings while achieving maximum postal savings and also assist mail originators to save time and labor. This service has eliminated the need for departments and originators to place address labels on individual envelopes as in the past, or fold and insert letters.

To take advantage of this service, please do the following:

Write or design the letter or mailing that you want to send.

Write your letter on standard college letterhead in a way not to interfere with the address portion of your letter. This space is needed to position mailing information so that it appears in the envelope window. If you have additional pages or inserts, they should also be created at this time. Mail merges can only accommodate same size sheets (8 1/2 x11) in the same envelope. Reproduction and the Mail Center can be contacted for assistance with this.

Create a mailing datasheet and submit your text.

To create data sets for your mailing population, submit a ServiceNow ticket to CIS defining the population that you are mailing to. CIS will create a data list with the correct recipients for your mailing.

When you create the ServiceNow ticket, also attach the completed mailing material as a PDF. Be sure to specify on the ticket any special instructions so that the mailing can be produced and assembled correctly. When CIS creates the recipient data sheet, they will place the data sheet and your mailing material in a special folder that is shared between CIS, Reproduction and the Mail Center, and will let us know that the mailing is in the folder waiting processing.

On notification from CIS, the Mail Center runs the mailing data sheet through special USPS software that arranges the mail list in a way that allows the college to receive substantial postal savings. This list of addresses is sent to Reproduction who prints your material, merging the individual recipients name and address on each letter. The finished letter is then returned to the Mail Center to be folded and inserted in an envelope then transported to the USPS's Brooklyn bulk mailing facility.

If you have any questions, call:

CIS x5610

Mail Center..... x5147

Reproduction Center x5331