# Instructions – CE Letter Template

1. Open the included ***CELetterTemplate.docx*** & ***CELetterMaiMergeTemplate.xksx*** documents.
2. Fill in the ***CELetterMaiMergeTemplate.xksx*** document with the correct information for your student members and CE course.
3. Manual insert the date, contact info and signature on the ***CELetterTemplate.docx***.
4. From the ***CELetterTemplate.docx,*** click the**Mailings tab**, click the **Start Mail Merge** command and select **Step by Step Mail Merge Wizard** from the drop-down menu.
5. Follow the step by step instructions. Here’s an in depth [guide](http://www.gcflearnfree.org/word2013/mail-merge/1/).