

## SENDING A LETTER TO A CONTACT

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Although when sending information to Contacts, a quick message is easier, there may be times when a more formal letter is necessary. This letter can be created directly from the Contacts list. Outlook uses the Word Letter Wizard to accomplish this. The Letter Wizard is a tool that goes step-by-step through the process of creating a letter. With the wizard, the look and format of the letter can be selected, the recipient's name, mailing address, and sender information are verified, and then a salutation and closing are selected. When this process is complete, the letter will open in Word, ready for the body of the letter to be typed.

- ✦ Click the **Contacts** button in the **Navigation Pane**.
- ✦ Select a **Contact** in the **Contacts** list.
- ✦ Click **Actions** on the **Menu Bar**.
- ✦ Click **New Letter to Contact**.
- ✦ A blank document will open in Word.
- ✦ The Letter Wizard will appear.
  - ✦ If the Office Assistant opens, read the message.
  - ✦ Right-click the Office Assistant and choose **Hide**.
- ✦ Click the **Choose a page design** list arrow.
- ✦ Click a letter design, such as **Contemporary Letter**.
- ✦ Specify the **Letter Style** such as **Full Block**.
  - ✦ Full Block is the most popular letter style.
  - ✦ This means that everything starts at the left margin, such as the date, inside address, paragraphs, and so forth.
- ✦ Click the **Next** button.
- ✦ The **Name** and **Address** of the selected **Contact** should appear in the **Recipient Information** area.
- ✦ Select the **Letter Salutation** for this letter.
- ✦ Click **Next** to move to the **Other Elements** dialog box.
- ✦ In this dialog box, it is possible to select from several options, such as a reference line, subject line, or courtesy copy information.
- ✦ Choose any of these options that you might want to add to the letter.
- ✦ Click **Next** to move to the **Sender Info** dialog box.
- ✦ If you were using a personal account, your name and address would appear.
- ✦ In the **Return Address** box, input your own address.
- ✦ Click the **Complimentary closing** list arrow.
- ✦ Select a closing for the letter.
- ✦ Input a **Job Title**, if desired.
- ✦ Click the **Finish** button.
- ✦ The letter will open with placeholder text in the body selected.
- ✦ Start inputting the body of the letter.
- ✦ When the letter is completed, print the letter or e-mail it to the recipient.