



Using EmailMerge for Outlook with Microsoft Access Databases

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Introduction

EmailMerge can use data from Microsoft Access for email merges. However the field names used must be based on EmailMerge's field's list.

This document demonstrates with an example, how you can use Microsoft Access Query to use contacts from an Access database to do your mail merge without changing the field names of the tables.

Step-By-Step Instructions

The table in this example is **tblCompanies** and as you can see below, the field names do not correspond to the EmailMerge fields.

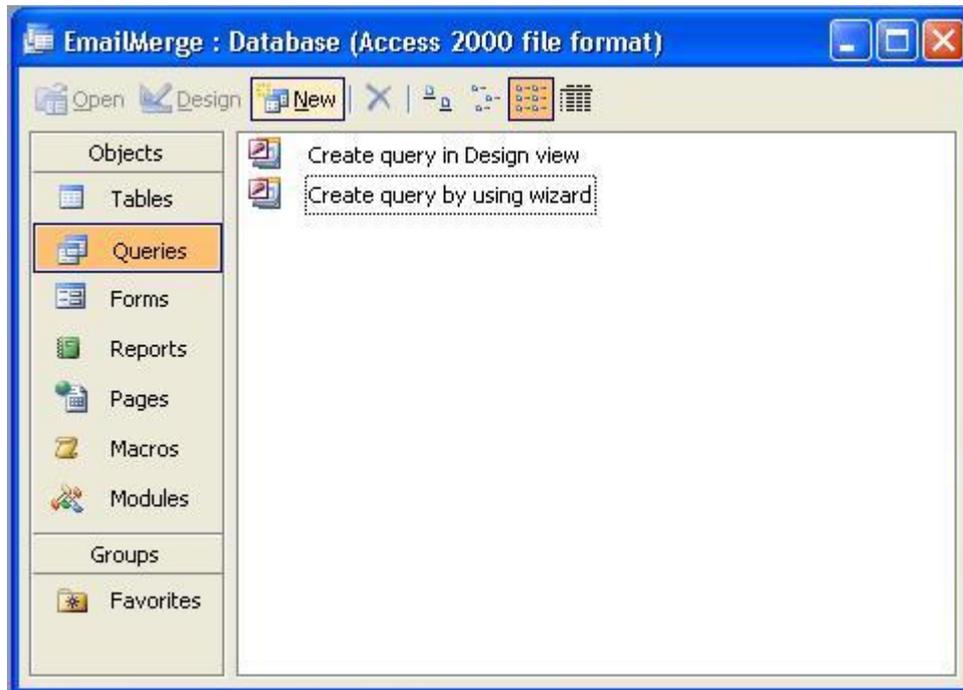
tblCompanies : Table					
	ID	strFirstName	strLastName	strCompany	strEmail
	1	Sanjay	Singh	Standss (South	sanjays@standss.com.fj
	2	John	Smith	Major Company	a@ab.com
▶	(AutoNumber)				

If the fields in your Access tables are different, you can still use EmailMerge. You do **NOT** need to go and change the names of the fields in your tables.

Follow the steps shown below to keep your tables as it is and use it with EmailMerge:

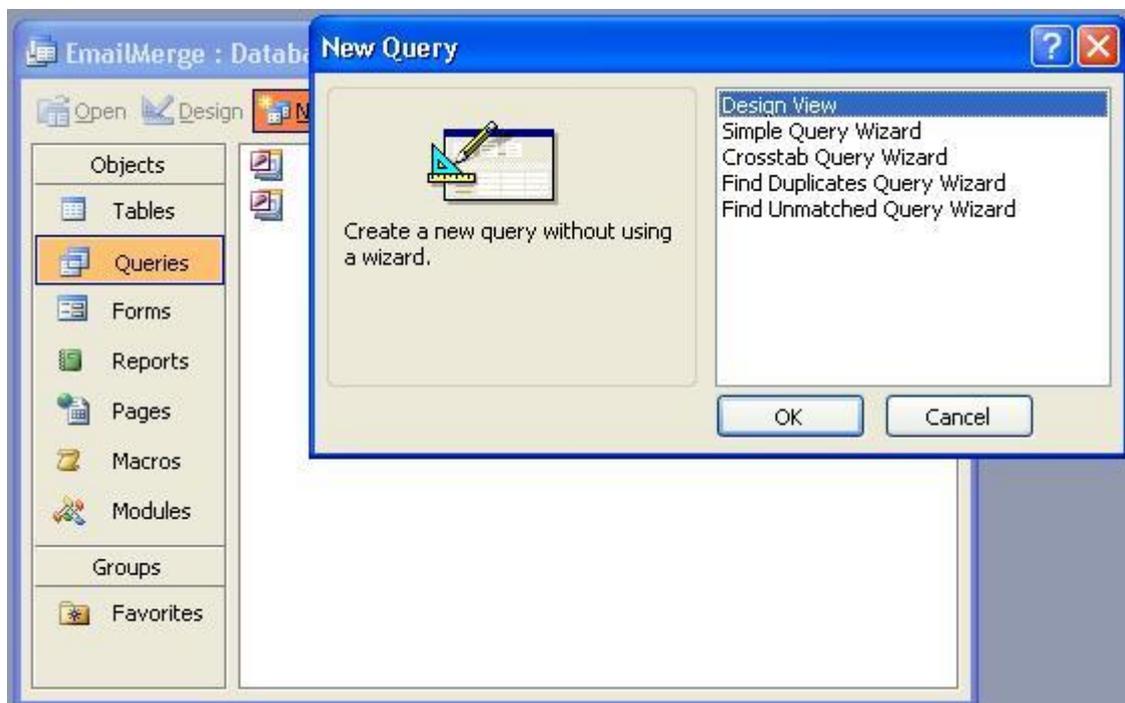
Step 1

Open your Microsoft Access Application, click **Queries** and then click **New**.



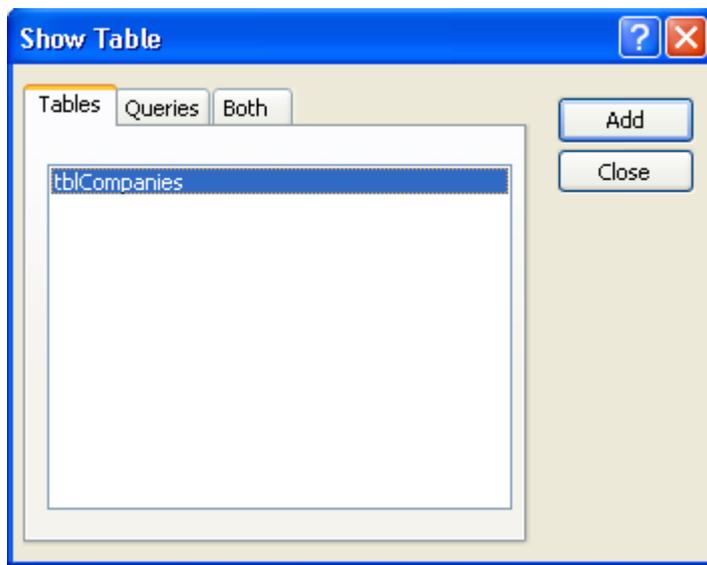
Step 2

Select Design View and click OK



Step 3

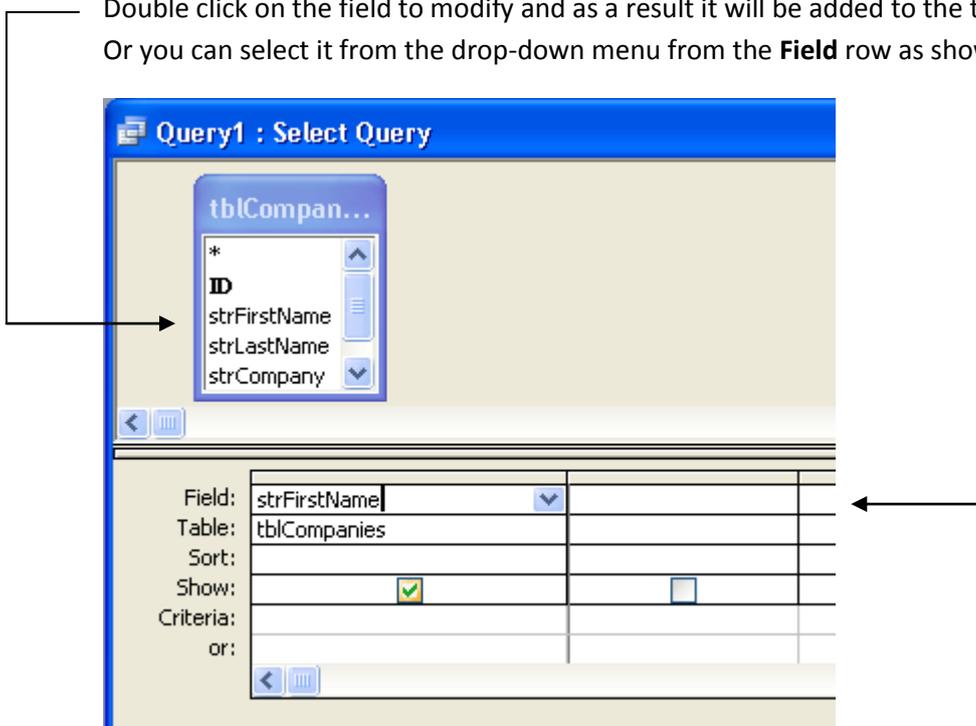
Select your table and click Add.



After Adding the table click Close to close the dialog box.

Step 4

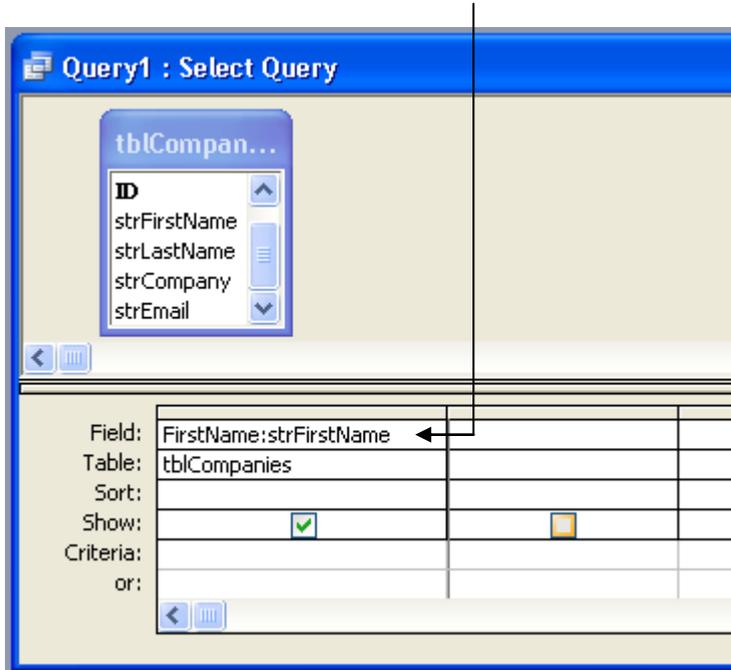
Double click on the field to modify and as a result it will be added to the table below. Or you can select it from the drop-down menu from the **Field** row as shown.



As you can see above **strFirstName** is the first name in the table **tblCompanies**. This is just an example.

Step 5

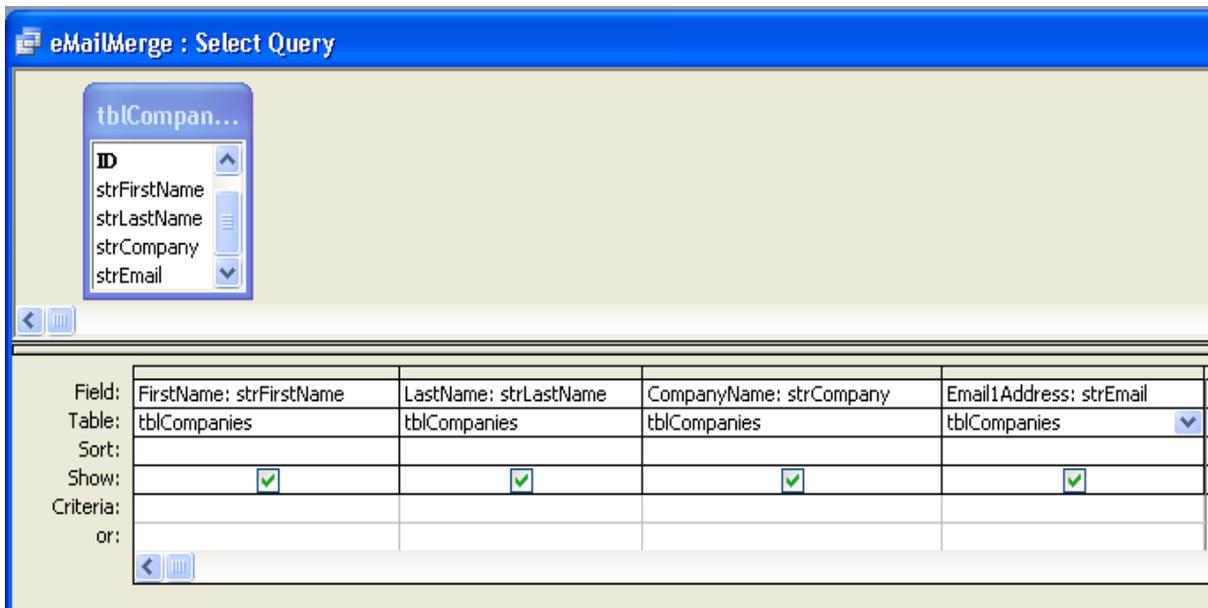
Since EmailMerge has a field name for first name as **FirstName**. What you need to do here is just write **FirstName: strFirstName** as shown below.



NOTE: This is just an example.

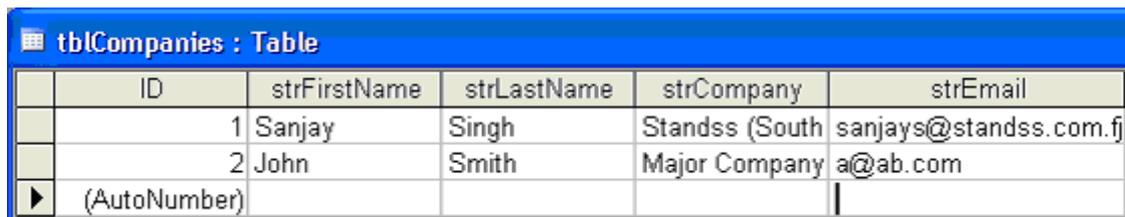
StrFirstName will correspond to the field name of the first name in your table.

Follow **steps 4 and 5** for all the other fields you have and write their EmailMerge corresponding field names (the EmailMerge fields list can be found in the Appendix at the end of this document).



After completing **steps 4 and 5** for all the required fields, click Save  to save the query.

After following the steps given above, you can see for yourself that the table still remains same.



ID	strFirstName	strLastName	strCompany	strEmail
1	Sanjay	Singh	Standss (South	sanjays@standss.com.fj
2	John	Smith	Major Company	a@ab.com
(AutoNumber)				

What these steps have done is create a query to rename the fields and represent the same table in a different view as shown below:

As you can see now the fieldnames in this representation is what EmailMerge needs.



FirstName	LastName	CompanyName	Email1Address
Sanjay	Singh	Standss (South	sanjays@standss.com.fj
John	Smith	Major Company	a@ab.com
*			

In summary, what has happened is EmailMerge will refer to this query instead of the table so that it gets the correct field names. Your database remains as it is.

Now when you select your database in EmailMerge as the contacts source, select the query that you created instead of the table to load the contacts from. EmailMerge will be able to load your contacts from your database.

Appendix

NOTE: For all External Files

- *EEmail1Address* field must be present in the file.
- The Fields order does not matter.
- You do not need to have all the fields present in the file (except *EEmail1Address*).

Outlook Contacts Field Names:

LastName	Email2Address
FirstName	Email2AddressType
FullName	Email2DisplayName
CompanyName	Email3Address
JobTitle	Email3AddressType
NickName	Email3DisplayName
EEmail1Address	HomeAddressCity
Title	HomeAddressCountry
Department	HomeAddressPostalCode
BusinessAddress	HomeAddressPostOfficeBox
MailingAddress	HomeAddressState
HomeAddress	HomeAddressStreet
Anniversary	HomeFaxNumber
AssistantName	HomeTelephoneNumber
AssistantTelephoneNumber	MailingAddressCity
Birthday	MailingAddressCountry
BusinessAddressCity	MailingAddressPostalCode
BusinessAddressCountry	MailingAddressPostOfficeBox
BusinessAddressPostalCode	MailingAddressState
BusinessAddressPostOfficeBox	MailingAddressStreet
BusinessAddressState	OfficeLocation
BusinessAddressStreet	Profession
BusinessFaxNumber	Spouse
BusinessHomePage	ManagerName
BusinessTelephoneNumber	User1
CompanyMainTelephoneNumber	User2
MobileTelephoneNumber	User3
Email1AddressType	User4
Email1DisplayName	WebPage

For Further Information

If you have any questions about this, please email your contact person at Standss. If you do not have a contact person then please email at support@standss.com.

We also frequently update our Knowledge Base and Frequently Asked Questions (FAQ) pages on our websites.

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www.Outlook4Lawyers.com | www.Addins4Office.com