Mail Merge Guidelines

Computing Information Services (CIS), The Mail Center and The Reproduction Centre 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 usually accommodate different sized sheets 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 GroupLink 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 GroupLink 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, Reprographics and the Mail Center, and will let us know that the mailing is in the folder waiting processing. It is important that your mailing is received in Reproduction and the Mail Center by this method so that it can be tracked and accounted for.

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 Reprographics 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.

This process can also be applied to post card mailings. Reproduction can also print your post cards, eliminating the need for additional printing costs. Because special postal regulations govern post card mailings, please contact the Mail Center and Reprographics early in the process, while cards are being designed, so that we can insure proper and timely production and mailing.

We ask you to realize that your mailing, as important as it is to you (and us), takes time to schedule and produce. We always give mailings the highest priority and do everything possible to deliver them to the USPS quickly, but as a rule, we request two to three weeks for the mailing to navigate the procedure. We know that this will not be possible at times, but please be as timely as possible.

Please contact us early in the process so that we can plan and also assist you to have your mail in the hands of our students quickly and efficiently.

If you have any questions, call:

CIS x5610
Mail Center Manager x5748
Reproduction Center x5331