

RE: Accessing Public Folder's from Office programs

Source: <http://www.tech-archive.net/Archive/Office/microsoft.public.office.misc/2007-10/msg00867.html>

- *From:* SJMP <sjmp@xxxxxxxxxxxxxxxxxxxx>
 - *Date:* Wed, 17 Oct 2007 05:36:01 -0700
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Emily,

I followed you steps below. But after I select Set-up in Word on the Mail Merge Helper Dialigue I select OK and the page is blank. Nothing at all.

I tried selecting Labels from the Outlook Mail Merge option. I tried selecting the current view and the manually selected all before starting the mailmerge to get the "selected contacts" option to see if that would make a difference.

"Emily Lin" wrote:

Hi SJMP,

Follow the steps below to create a mail merge by using shared contacts in Outlook 2003

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Word cannot select an Outlook Shared Contacts folder from within the Mail Merge feature. To perform a mail merge by using Outlook shared contacts as a data source, initiate the mail merge from within Outlook.

1. In Outlook, switch to the Contacts view.
2. Click the Shared Contacts folder that contains the data that you want to use for the mail merge.
3. On the Tools menu, click Mail Merge. Outlook then exports the contacts, starts Word, and identifies the exported contacts as the data source.
4. Use Word to complete the mail merge with the shared contacts. You can click "Start Mail Merge" > "Step by Step Mail Merge" > click Previous or Next in the mail merge wizard to edit the mail merge. By default, it is in the step "select recipient" that the shard contacts folder has been chose.

If anything is unclear or if you have any other concerns, please don't hesitate to contact me.

Regards,

Emily Lin

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| Thread-Topic: Accessing Public Folder's from Office programs
| thread-index: AcgQCokldceoHYp7QLuDVQtA8z6iIA==
| X-WBNR-Posting-Host: 207.46.19.197
| From: =?Utf-8?B?U0pNUA==?= <sjmp@xxxxxxxxxxxxxxxxxx>
| Subject: Accessing Public Folder's from Office programs
| Date: Tue, 16 Oct 2007 08:38:01 -0700
| Lines: 6
| Message-ID: <8E8CA677-F9B3-4CED-BD0F-064FEA5D426D@xxxxxxxxxxxxxxxx>
| MIME-Version: 1.0
| Content-Type: text/plain;
| charset="Utf-8"
| Content-Transfer-Encoding: 7bit
| X-Newsreader: Microsoft CDO for Windows 2000
| Content-Class: urn:content-classes:message
| Importance: normal
| Priority: normal
| X-MimeOLE: Produced By Microsoft MimeOLE V6.00.3790.2929
| Newsgroups: microsoft.public.office.misc
| Path: TK2MSFTNGHUB02.phx.gbl
| Xref: TK2MSFTNGHUB02.phx.gbl microsoft.public.office.misc:28503
| NNTP-Posting-Host: tk2msftsbfm01.phx.gbl 10.40.244.148
| X-Tomcat-NG: microsoft.public.office.misc

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| Normally when using Word to make labels or mail merges Users access Outlook
| contacts to get the data. They only have access to their personal folders. Is
| there a way that they could access Public Folder contacts to do the same
| thing?

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| Using Office 2003 sp2
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