

RE: Accessing Public Folder's from Office programs

Source: <http://www.tech-archive.net/Archive/Office/microsoft.public.office.misc/2007-10/msg00913.html>

- *From:* SJMP <sjmp@xxxxxxxxxxxxxxxxxxxx>
 - *Date:* Thu, 18 Oct 2007 05:32:01 -0700
-

Emily

Do you have the procedure to do this in Office 2007 as well.

Thanks!

"Emily Lin" wrote:

Hi SJMP,

Yes, the page is blank if you started mail merge (or create labels) from Outlook to a new document in Word 2003. It is because that you didn't insert fields or type the contents in the label. The steps (creating mail merge from Outlook Contacts folder) is just associate the data source with the document.

Follow the steps below to create the labels.

1. Go to the shared contacts folder in Outlook 2003. click Tools > Mail Merge.
2. In the 'contacts' field, choose which contacts will be used as the data source. In the Document File field, choose New Document. In the Merge Options field, choose 'Mailing labels' as the document type. Click OK.
3. Word 2003 starts and it prompts you to click the Setup button to set the label type. Click OK. Click Setup to choose the label which you want. Click Ok, Close.
A blank document with blank labels showing up.
4. Click the Toosl menu > Letters and Mailings > Mail Merge. Thus, the mail merge wizard shows up in the right pane. Click the link 'Next: arrange your labels'. click 'More items' to insert the contact fields into the label as you want. You can also type something in the lable.
5. Follow the wizard to finish the mail merge.

What is the result?

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

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Sincerely,

Emily Lin,
Microsoft Online Partner Support

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Thread-Topic: Accessing Public Folder's from Office programs
thread-index: AcgQukabtGoLPyrHRBGWvVwiBbGeLg==
X-WBNR-Posting-Host: 207.46.19.197
From: =?Utf-8?B?U0pNUA==?= <sjmp@xxxxxxxxxxxxxxxxxx>
References:
<8E8CA677-F9B3-4CED-BD0F-064FEA5D426D@xxxxxxxxxxxxxxxx>
<14EpN6JEIHA.5204@xxxxxxxxxxxxxxxxxxxxxxxx>
Subject: RE: Accessing Public Folder's from Office programs
Date: Wed, 17 Oct 2007 05:36:01 -0700
Lines: 74
Message-ID:
<07AE3294-202D-4BA8-8BF8-864E79475FD3@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:28564
NNTP-Posting-Host: tk2msftsbfm01.phx.gbl 10.40.244.148
X-Tomcat-NG: microsoft.public.office.misc

Emily,

I followed you steps below. But after I select Set-up in Word on the Mail

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Merge Helper Dialigie 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: tk2msftsbm01.phx.gbl
10.40.244.148
| X-Tomcat-NG: microsoft.public.office.misc
|
| 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?
|
| Using Office 2003 sp2
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