

## Generate Mail Merge

This article explains how to use the **Generate Mail Merge** tool to export user mailing addresses for Microsoft Word's Mail Merge feature. This guide is intended for OPSCOM administrators managing user communications.

### Using this Feature

This tool is designed to be used in conjunction with Microsoft Word's Mail Merge functionality. No additional configuration is required beyond having access to the appropriate Microsoft software.

**Warning:** In databases with a large volume of records, this tool may not function as expected. If you encounter issues, please contact [OPSCOM Support](#) for assistance.

### Generating the CSV File for Export

1. Go to **User Management**, and click **Generate Mail Merge**.
2. This action generates the mailing list based on your total user records.
3. Click **CSV** for the file export.

### Composing and Initiating the Mail Merge

After downloading the file, open Microsoft Word.

**Note:** Depending on your version of Microsoft Word, the instructions below may differ.

Please refer to the official [Microsoft Mail Merge](#) documentation for more details.

---

## Best Practices & Considerations

- The tool exports **all user records** from your database. Filtering options are not currently available.
  - Always review the exported CSV for accuracy before proceeding.
- 

Take Command of Your Parking and Security - <https://OperationsCommander.com>

Revision #5

Created 28 August 2025 12:33:30

Updated 29 August 2025 07:55:27