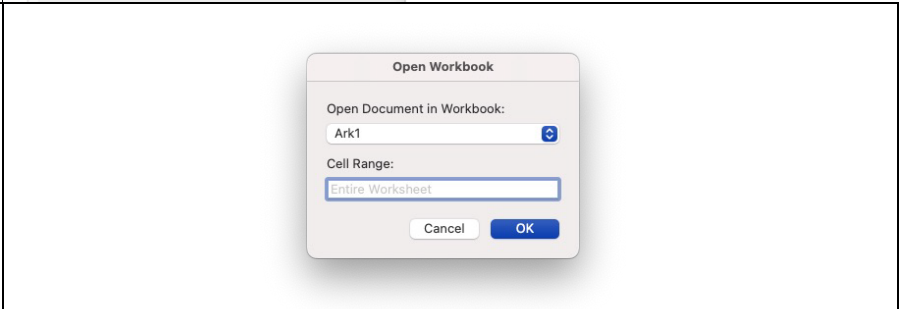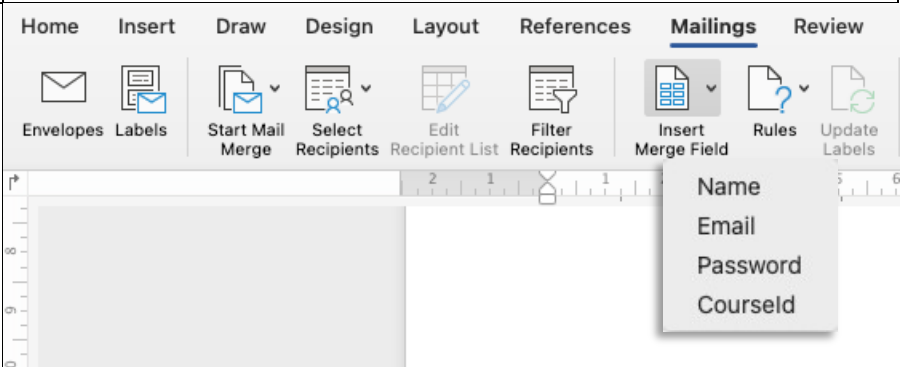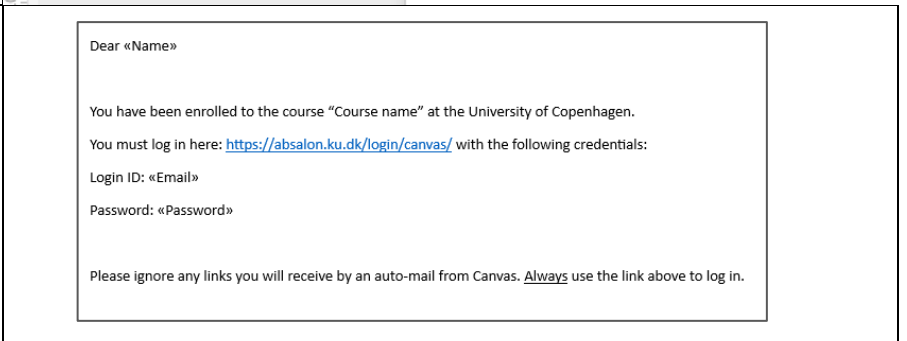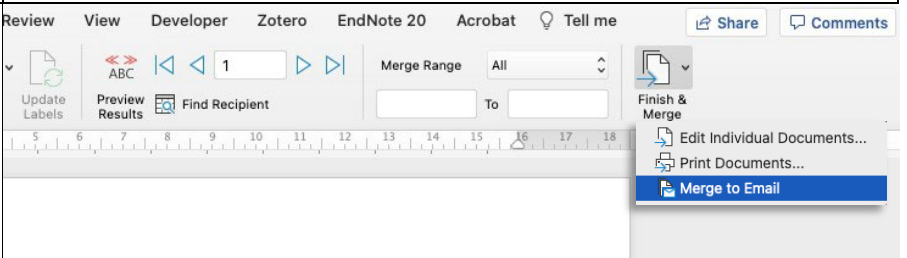# Use Word to make an email template with individual login information

Under *Mailings* you find *Select Recipients* where you can chose *Use an Existing List...*	
When you have found the list used for the ticket at serviceportal.ku.dk, click OK in the pop-up box	
To find the right columns in the Excel file click *Insert Merge Field* and chose the right column.	
This is an example. The link goes to absalon.ku.dk/login/canvas. Remember that you can use this e-mail as a general welcome letter to the new students, as well.	
When the e-mail is ready to be posted, find *Finish & Merge* and click on *Merge to Email*	
In the "To:" field, chose *Email*. Add a title to the e-mail. When you click on *Email Merge to Outbox,* Outlook will send to everyone on the list.	