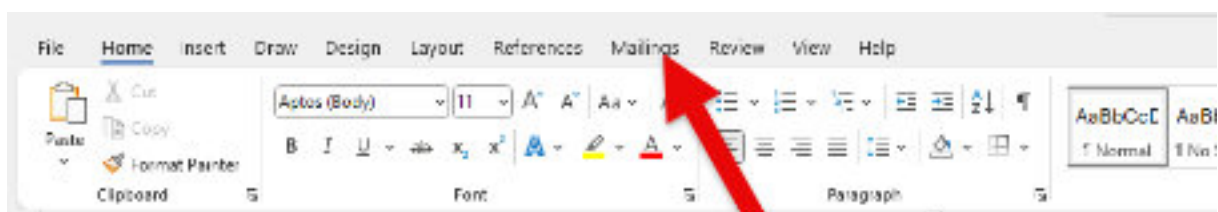


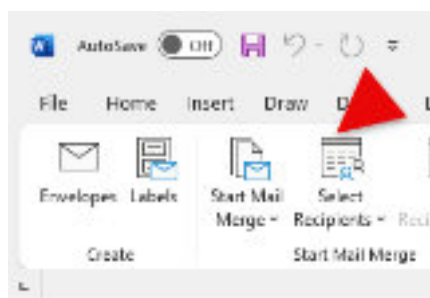
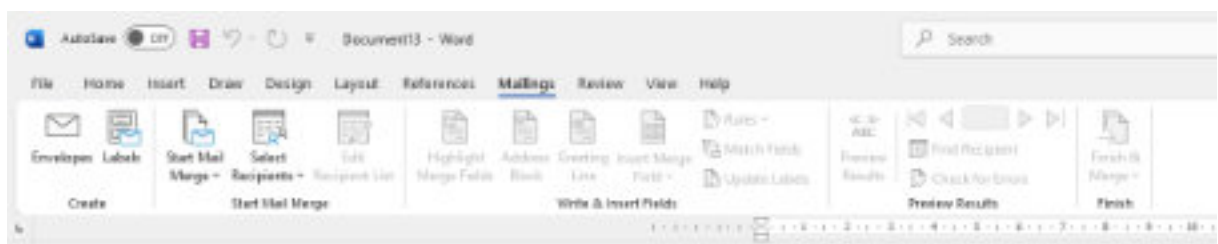
# Create Address Labels for Christmas

Mailing labels for Christmas or an event save a lot of effort and writing. They can easily be created using The Microsoft 365 app (formerly Office) lets you create, share and collaborate all in one place with your favourites apps now including Copilot.\*

Use Microsoft Word as follows:



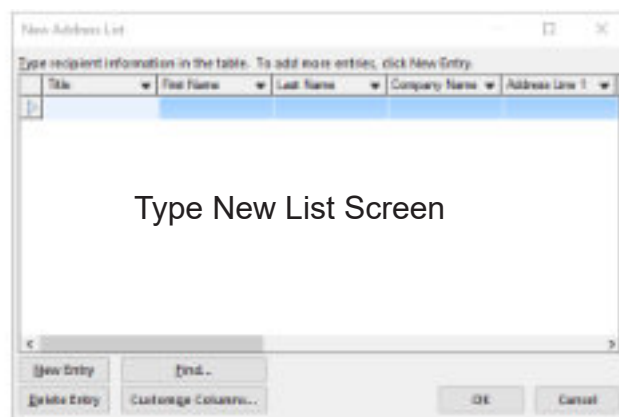
When you click on Mailings the following screen will appear



Click on **Select Recipients**

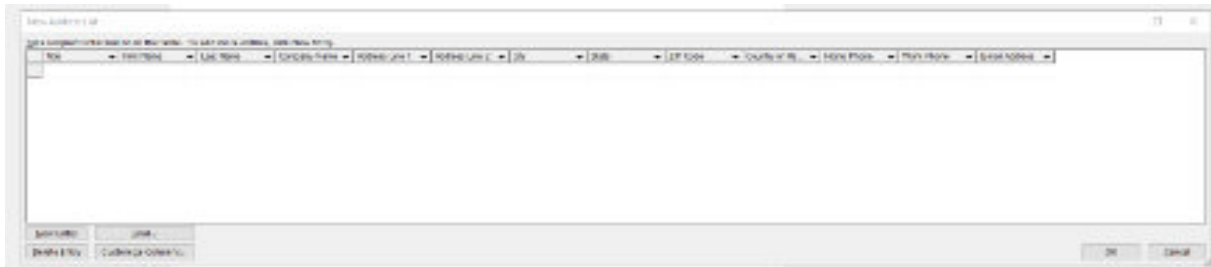
Select one of the following from the drop down list:

- 1 Type New List
- 2 Use an Existing List

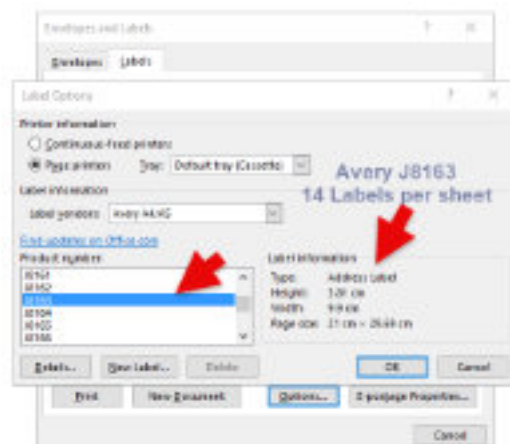
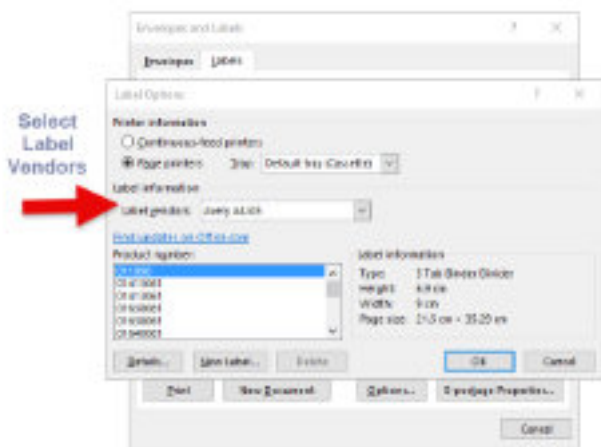
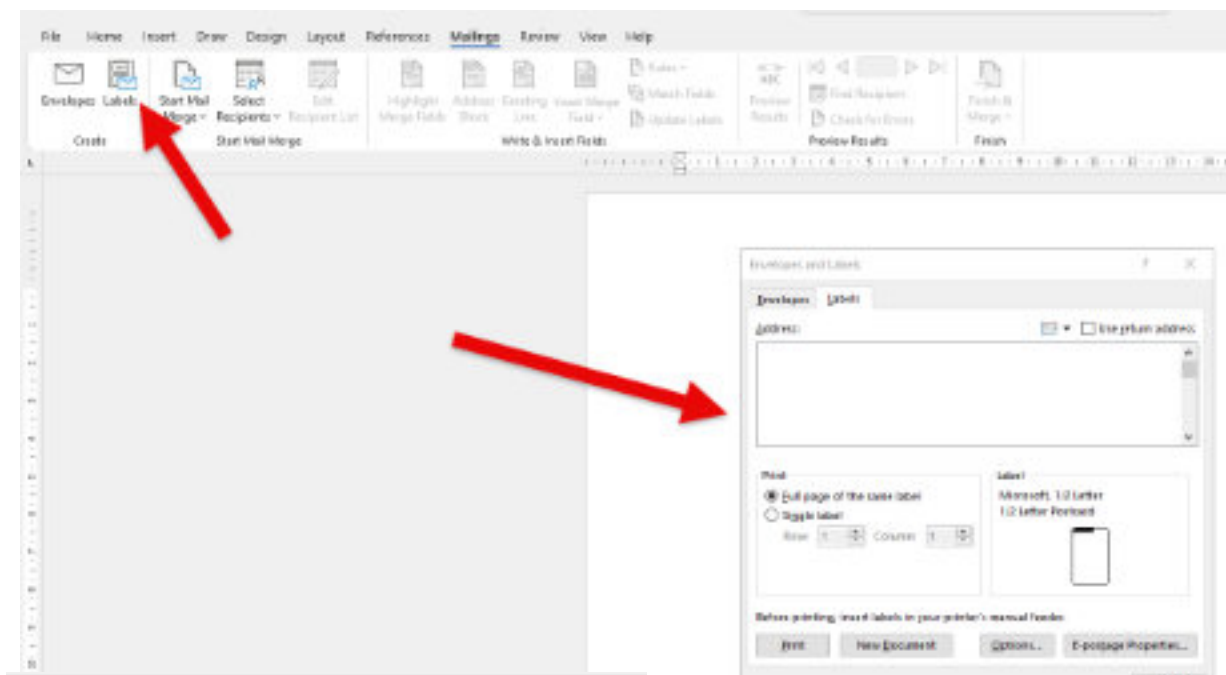


Type New List Screen

Enter your address details in the table below or add your recipients to your Outlook Contacts.



Which ever method of holding your recipients information, You now need to select the label which you wish to print your address on. Follow the the steps shown below:



Note: Ensure you check your printer to ensure the labels are loaded the right way up for your specific printer.