**Mailto Script Readme File**

**This script takes in a CSV file of contact data between customer and third party. It outputs a formatted HTML file with Mailto hyperlinks. These links contain text-based mail merge emails with inserted names, and completed cc, and bcc fields based on the CSV file. Here are the steps to implement this.**  
  
**1) Create the CSV from the “VendorList” template where:**

* **Column A:** Vendor (3rd Party) Contact Email
* **Column B:** Customer Business Contact Email
* **Column C:** Customer Success Representative Contact Email
* **Column D:** Customer Name with any spaces in name replaced with %20
* **Column E:** Vendor Name with any spaces replaced with %20
* **Column F:** Vendor Name (with spaces if it is in name)
* **Column G:** Additional CC
* **Column H:** Additional CC

**2) Run script**

* Open a terminal window from “Applications>Utilities on your mac laptop.
* Make a directory by typing ***mkdir mailto***
* Open a finder window and copy the mailto.py file and your csv into the *mailto* directory you created
* Run the script by typing ***python mailto.py***
* Use customer name and CSV file name as inputs when asked. i.e. “MyCompany” and VendorList.CSV.
* The script will output a file of the format ***CUSTOMERNAME****mailto.html*

**3) Spot check** file by opening file from Chrome and clicking on a mailto link. If you have a mail client enabled on your computer the link should open it and display a ready to send email with everything filled out.

**4) Email customer** with the html file attached and explain they simply need to click on a link then click “send” from within their mail program.