

PRIME COLLEGE

BSC.CSIT

LAB ASSIGNMENT 1

Submitted To:

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Submitted By:

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Section: 'B'

Roll no: 24

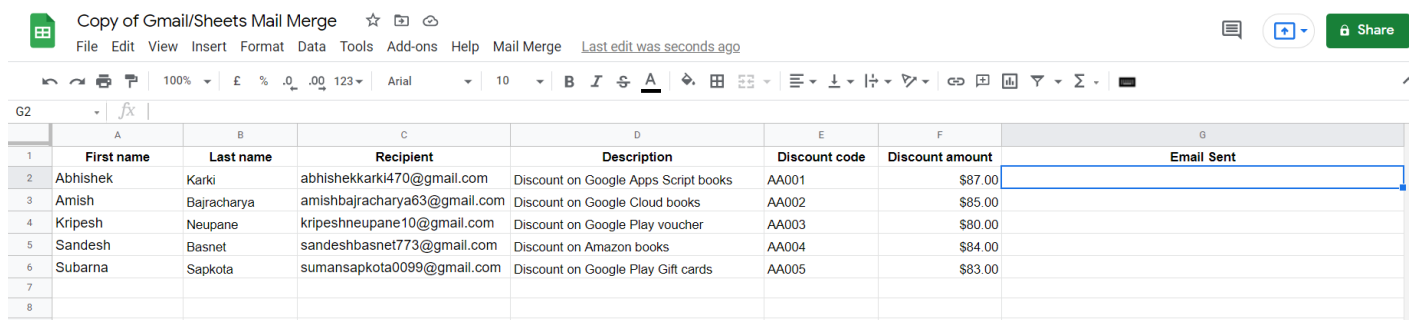
Mail Merge using Google Sheets and Gmail:

Mail Merge is extremely helpful in sending substantial number of mails to recipients all at once or scheduling the mails to send them at a specified time so that user do not need to send them all one by one. This increases the effectiveness of work.

In this lab, we are going to use mail merge and show step wise sample of mail sending discount coupons to the selected recipients.

Step 1:

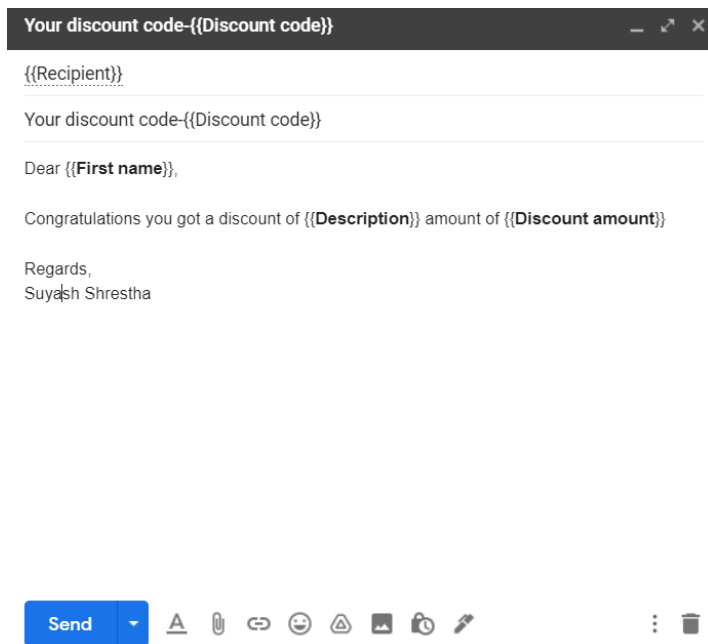
A sheet that uses mail merge plugin is created and filled with the appropriate data in respective columns and rows.



Copy of Gmail/Sheets Mail Merge						
File Edit View Insert Format Data Tools Add-ons Help Mail Merge Last edit was seconds ago						
100% £ % .0 .00 123 Arial 10 B I A						
G2	A	B	C	D	E	F
1	First name	Last name	Recipient	Description	Discount code	Discount amount
2	Abhishek	Karki	abhishekkarki470@gmail.com	Discount on Google Apps Script books	AA001	\$87.00
3	Amish	Bajracharya	amishbajracharya63@gmail.com	Discount on Google Cloud books	AA002	\$85.00
4	Kripesh	Neupane	kripeshneupane10@gmail.com	Discount on Google Play voucher	AA003	\$80.00
5	Sandesh	Basnet	sandeshbasnet773@gmail.com	Discount on Amazon books	AA004	\$84.00
6	Subarna	Sapkota	sumansapkota0099@gmail.com	Discount on Google Play Gift cards	AA005	\$83.00
7						
8						
9						

Step 2:

Then, from Gmail, a draft message is composed, where, in the “**To:**” section, **{{Recipient}}** text is pasted, copied from our spreadsheet cell C1. This sends mails to the recipients one by one using their respective emails.



The screenshot shows a Gmail draft email interface. At the top, there is a dark header bar with the text "Your discount code-{{Discount code}}". Below this, the email body contains the following text: "{{Recipient}}", "Your discount code-{{Discount code}}", "Dear {{First name}},", "Congratulations you got a discount of {{Description}} amount of {{Discount amount}}", "Regards,", and "Suyash Shrestha". At the bottom, there is a blue "Send" button and a row of icons for formatting and attachments.

The text copied from spreadsheet must be strictly inside double curly brackets otherwise the mail merge cannot identify the texts to be changed and also there must not be any gaps in between the brackets as it may cause errors while sending the mail.

Similarly, in the “Subject and Body” sections, the desired content is written. As in our case,

In the “**Subject:**” section “Your discount code-**{{Discount code}}**”.

In the “**Body:**” section, the description and discount amount is written as in the picture attached above, *all required values from spreadsheet, inside the double curly brackets.*

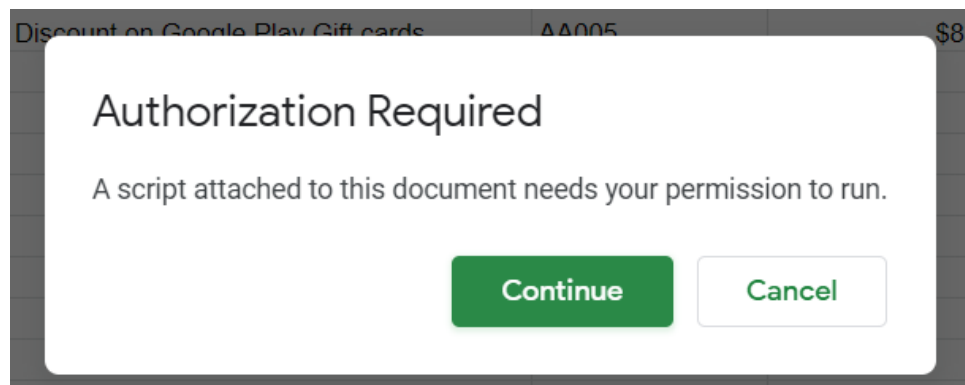
Step 3:

Mail Merge tab is selected, and Send Emails option.



C	D	E
Recipient	Description	Discount
rki470@gmail.com	Discount on Google Apps Script books	AA001
charya63@gmail.com	Discount on Google Cloud books	AA002

Click on Continue in the Authorization.



Click on advanced, as the app is provided by Google and is safe.



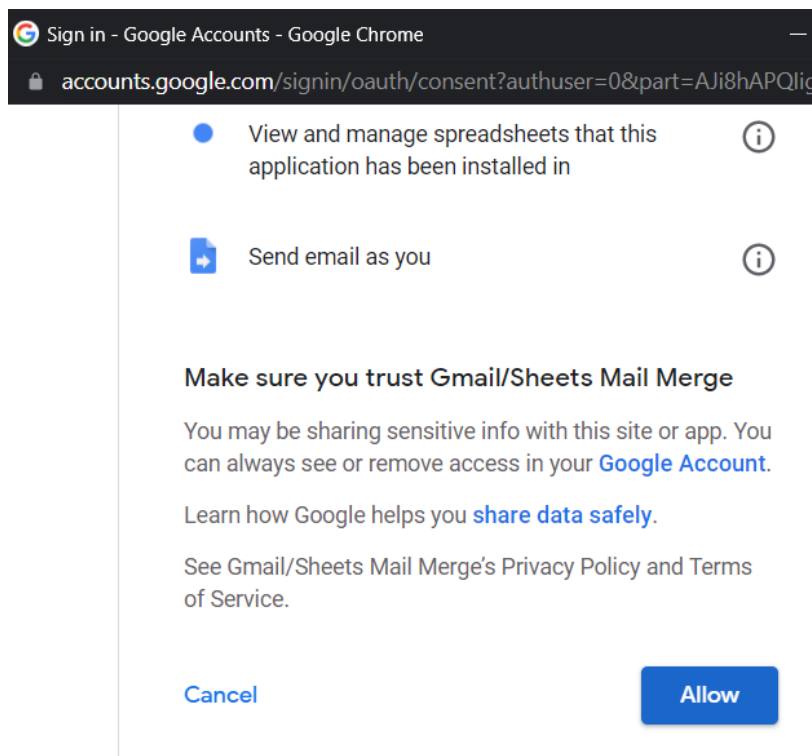
Google hasn't verified this app

The app is requesting access to sensitive info in your Google Account. Until the developer (sthasuyash11@gmail.com) verifies this app with Google, you shouldn't use it.

[Advanced](#)

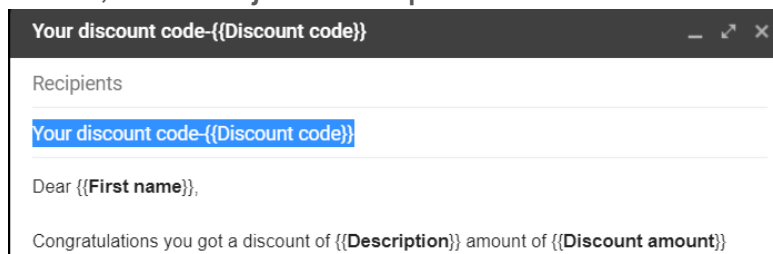
[BACK TO SAFETY](#)

Click on Allow.

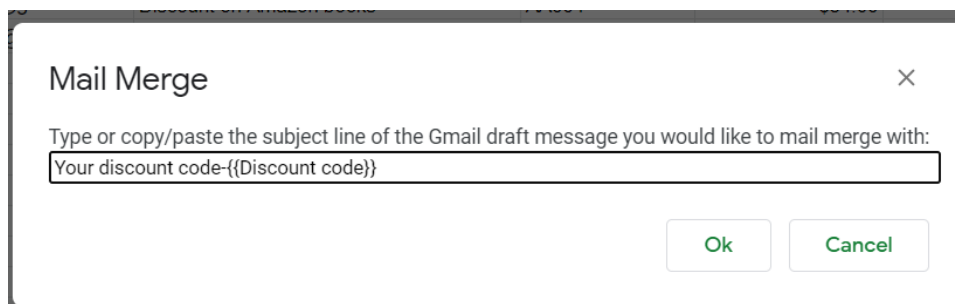


Step 4:

Then, the subject is copied from the draft message.



Again, the Mail Merge tab is selected and Send Emails opt. And the Subject is pasted in the box.



Step 5:

After this, the mails will be sent and the time at which they were sent will be listed in the Emails Sent column respectively.

A	B	C	D	E	F	G
First name	Last name	Recipient	Description	Discount code	Discount amount	Email Sent
Abhishek	Karki	abhishekkarki470@gmail.com	Discount on Google Apps Script books	AA001	\$87.00	28/07/2021 07:54:20
Amish	Bajracharya	amishbajracharya63@gmail.com	Discount on Google Cloud books	AA002	\$85.00	28/07/2021 07:54:20
Kripesh	Neupane	kripeshneupane10@gmail.com	Discount on Google Play voucher	AA003	\$80.00	28/07/2021 07:54:20
Sandesh	Basnet	sandeshbasnet773@gmail.com	Discount on Amazon books	AA004	\$84.00	28/07/2021 07:54:20
Subarna	Sapkota	sumansapkota0099@gmail.com	Discount on Google Play Gift cards	AA005	\$83.00	28/07/2021 07:54:25

You can also schedule the send time by entering the date and time in the cells.

In this way, we can send e-mails to a handful of people in less time.