Project CONSEN

Provide login details to send email:

* Provide user name, password
* Provide the SMTP/POP server name from which domain you are sending **(servername:** **send.one.com and port number: 587(depends on the domain provider))**
* Make sure to check **“Check label”** not to repeat the details. If the details repeat close and run the application again

Load the files in the order

* Word File: The original word file with editable merge fields in the desired positions

How to add merge fields:

🡪Insert🡪Explore Quick parts 🡪 Fields 🡪 MergeFields 🡪 Add a Field Name

The mergefield name should be same as Column Name in Excel.

Press “Submit”

* Excel File: The excel with the mergefield data

Press”Submit”

* Directory Path: Load the path of the Directory where to save the updated Documents

Press “Submit”

* Sheet Number: Provide the sheet number of the date

Press”Submit”

* Make sure not to repeat the details
* Exit