



Mail Merge Guide

Reminder:
Use `{{}}` as tag

New Message

Recipients

Subject

Dear {{Name}},

Good day, attached to this email is your e-certificate for Silicon Valley -- Is It For You? on the 30th Nov 2022. If there are any further enquiries, please do not hesitate to contact us.

Thank you and have a nice day.

Regards,

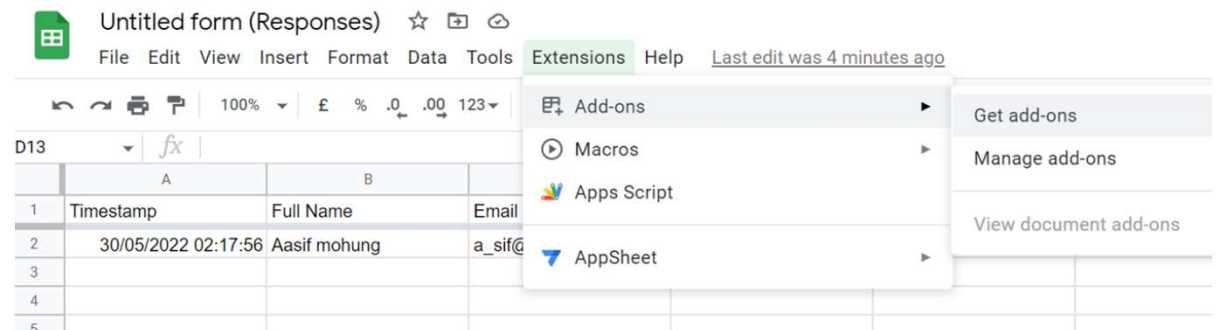
Sow Mei Yun

Student Ambassador

Enterprise@APU

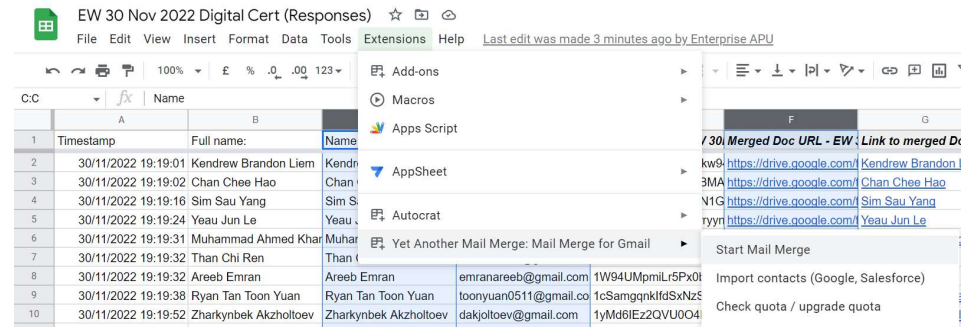
Step 2: Get Mail Merge

1. Click on Extensions
2. Add-ons
3. Get Add-ons
4. Download and install
Yet Another Mail Merge: Mail Merge for Gmail



Step 3: Run Mail Merge

1. Click on Extensions
2. Add-ons
3. Find **Mail Merge** on Extensions
4. Start Mail Merge



Step 4 : Using Mail Merge

- Select “Email address” as the email column
- Select your draft as email template
- Click on the personalized attachments

Start Mail Merge

You can still email **50** recipients from this add-on. Emails will be sent to recipients in column **D** ([change](#)).

Sender Name:

Email Template:

☒ Track emails opened ★ Starred drafts will appear first
(no subject) - 4 KB

☐ Track emails clicked 🚀 Upgrade to track clicks

[+ Alias, filters, personalized attachments ..](#)

 Upgrade

Send test email

Schedule

Send 18 emails

Start Mail Merge

 Choose a column containing email addresses. [Quick tutorial](#)

Email column:

Email address:

Use this column

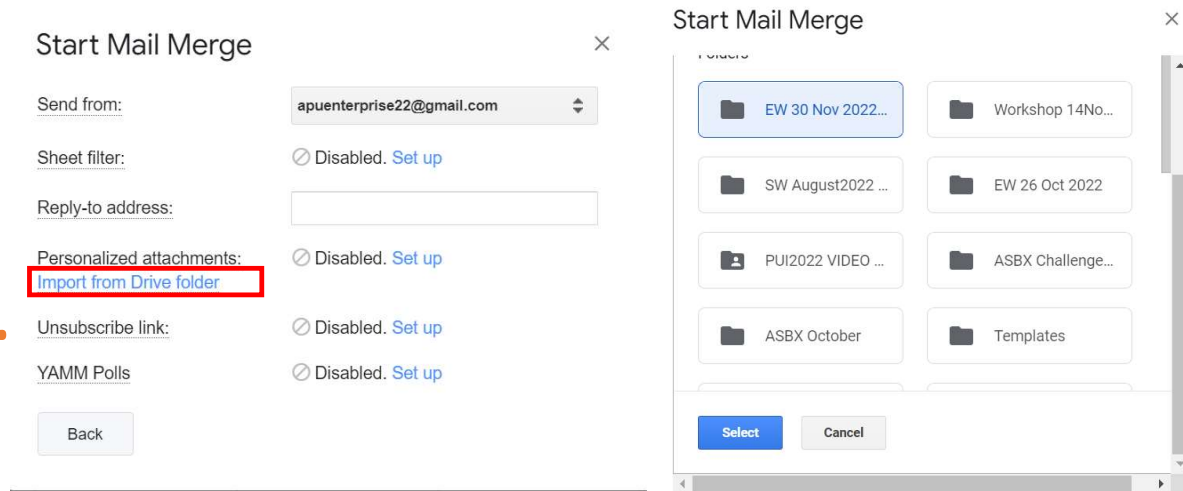
Don't have an email column? [Add one](#)

Step 5: Adding attachments

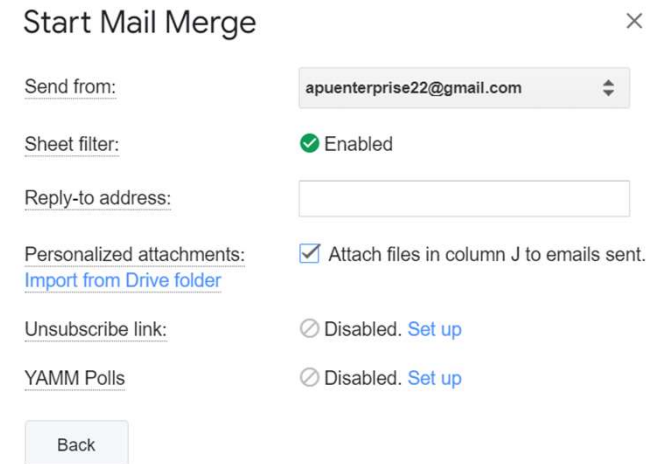
1. Import the E-cert attachments from drive

Reminder:

Check if all attachments is found



The image shows two screenshots of the 'Start Mail Merge' dialog box. The left screenshot shows the 'Personalized attachments' section with 'Import from Drive folder' highlighted in a red box. The right screenshot shows a file selection window with various folders listed, including 'EW 30 Nov 2022...', 'Workshop 14No...', 'SW August2022...', 'EW 26 Oct 2022', 'PUI2022 VIDEO ...', 'ASBX Challenge...', 'ASBX October', and 'Templates'. The 'Select' button is highlighted in blue.



The image shows a screenshot of the 'Start Mail Merge' dialog box. The 'Personalized attachments' section is checked, and the option 'Attach files in column J to emails sent.' is selected. The 'Import from Drive folder' link is also visible. The 'Back' button is highlighted in blue.

Step 6: Send the mail

Send test email is recommended before sending out

Start Mail Merge



Check your Inbox to view the test email. (CC & BCC recipients are not included in tests)



You can still email **49** recipients from this add-on. Emails will be sent to recipients in column **D** ([change](#)).

Sender Name:

Your name

Email Template:

(no subject) - 4 KB



☒ Track emails opened, responded, or bounced

☐ Track emails clicked  [Upgrade to track clicks](#)

[+ Alias, filters, personalized attachments...](#)



Upgrade

Send test email

Schedule

Send 18 emails