

This document walks through the steps through the automated emails to ILRR articles authors:

1) Create a group email on Gmail, if not already done (email =@gmail.com)

The email should be accessible by group members, see the Google Drive Replication folder for the password.

Email created: xxxxxxxx@gmail.com

Password: yyyyyyy

2) Download the add-on : Yet Another Mail Merge (YAMM)

- Go to add-on> Get add-ons> type YAMM

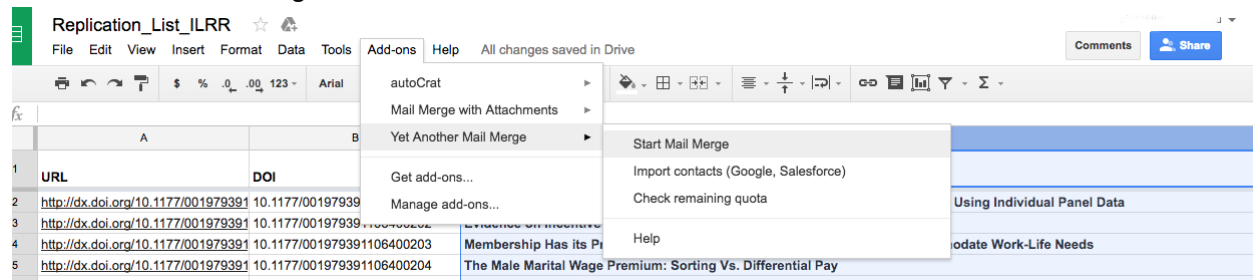
3) Create a draft template in the email account you'll use

- Copy paste the email template from the replication email document in the email account, write an object for the email related to the project and that can be easily identified (see "replication email.txt")

- Save it as draft in the email account


3) Go on replication_list_ILRR


- Go onto the year of the journal you want to replicate in the Google Sheet.
- Put your name in Replicator
- Go to add ons, Yet Another Mail Merge
- Start Mail Merge



4) Select the template (chose the template you just created - here I named the subject of my email template LDI replication project)


Yet Another Mail Merge ✕

Draft: ★ LDI replication project - 4 KB 

[Get templates](#) 

Sender name:

☒ Track emails opened and clicked

You can still email **99** recipients from this add-on today. Emails will be sent to recipients in column G (the 'Email address' column). 

[Send Emails](#) [Send later](#) [Send me a test email](#)

- Put the sender's name
- If you want to test before sending, choose the option "send me a test email"
- Otherwise, "send emails"

Notes:

- 1) there is a quota of 100 emails that can be sent per day
- 2) The YAMM will send the emails for the entire spreadsheet