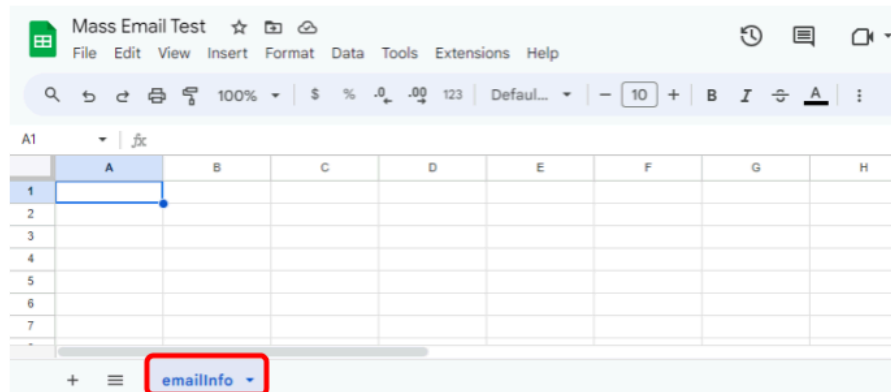
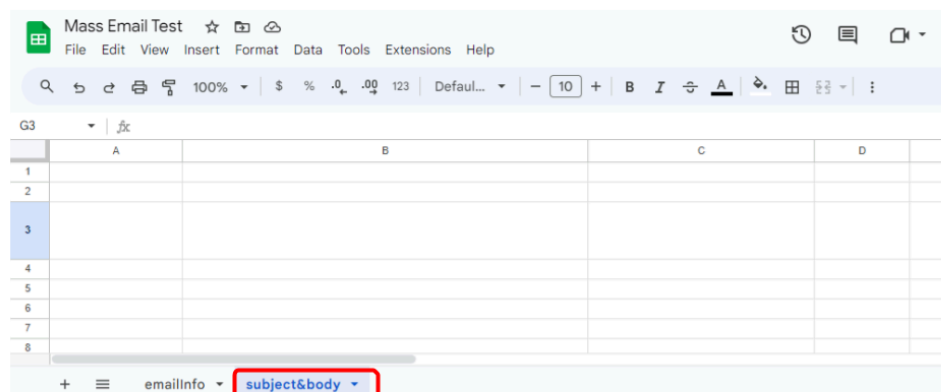
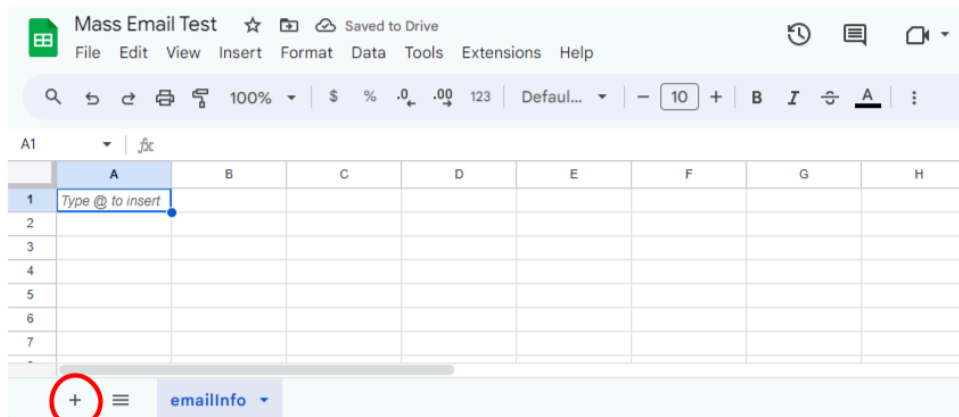


Mass Email Script Documentation

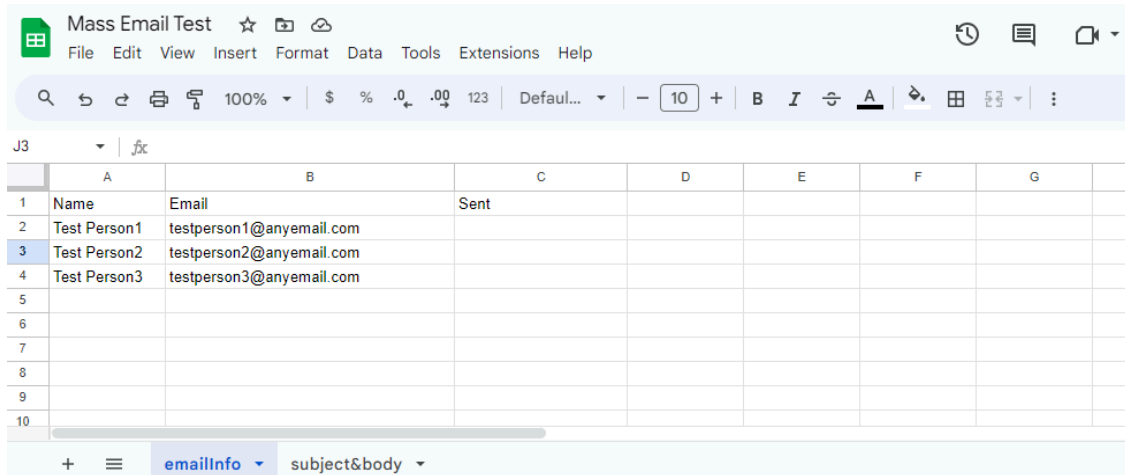
1. Create a new Google Sheet with any name
2. Name the current sheet (at the bottom) “emailInfo”:



3. Add a sheet and rename it “subject&body”:

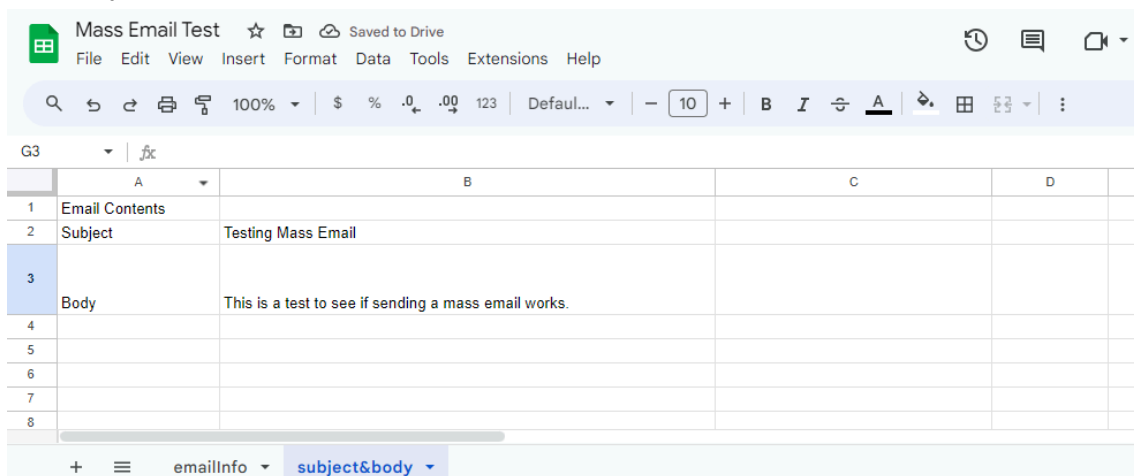


4. Set up the “emailInfo” sheet as it is in the screenshot below, with all the names and email addresses of the email recipients:



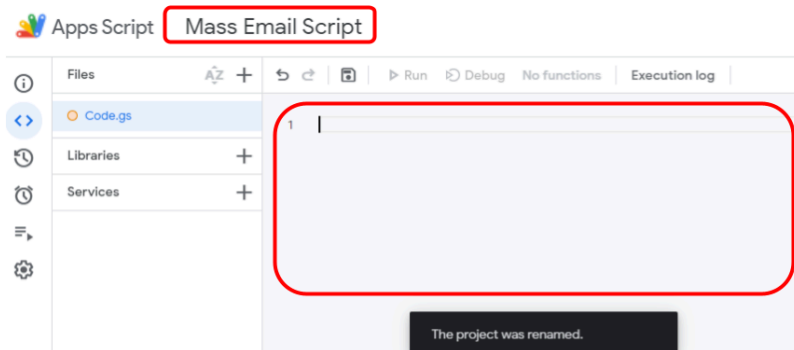
	A	B	C	D	E	F	G
1	Name	Email	Sent				
2	Test Person1	testperson1@anyemail.com					
3	Test Person2	testperson2@anyemail.com					
4	Test Person3	testperson3@anyemail.com					
5							
6							
7							
8							
9							
10							

5. Set up the “subject&body” sheet as it is in the screenshot below, with the desired subject and body of the mass email:




	A	B	C	D
1	Email Contents			
2	Subject	Testing Mass Email		
3	Body	This is a test to see if sending a mass email works.		
4				
5				
6				
7				
8				

6. Select [Extensions] → [Apps Script]
a. Remove any code in the Code.gs file and rename the project to any name



- b. Copy the entire script provided and paste it into the Code.gs file and press save:

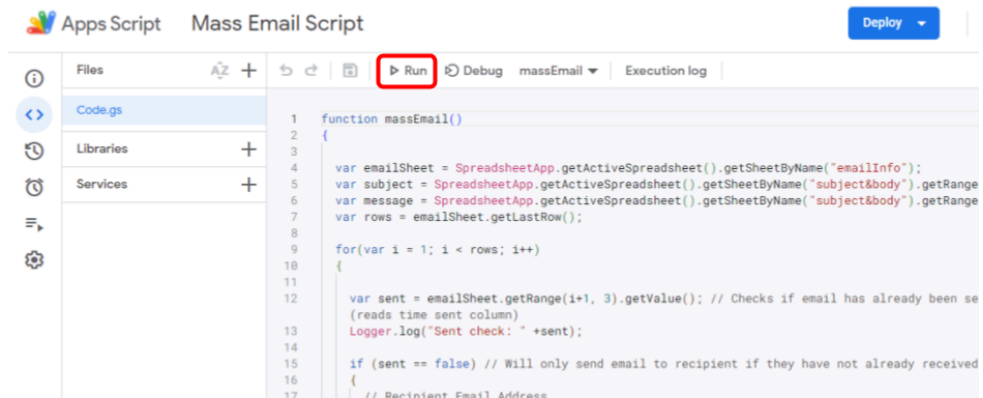


The screenshot shows the Google Apps Script editor interface for a project named "Mass Email Script". The left sidebar contains a "Files" panel with "Code.gs" selected. The main editor area displays the following JavaScript code:

```
1 function massEmail()
2 {
3
4   var emailSheet = SpreadsheetApp.getActiveSpreadsheet().getSheetByName("emailInfo");
5   var subject = SpreadsheetApp.getActiveSpreadsheet().getSheetByName("subject&body").getRange
6   var message = SpreadsheetApp.getActiveSpreadsheet().getSheetByName("subject&body").getRange
7   var rows = emailSheet.getLastRow();
8
9   for(var i = 1; i < rows; i++)
10  {
11
12     var sent = emailSheet.getRange(i+1, 3).getValue(); // Checks if email has already been se
13     (reads time sent column)
14     Logger.log("Sent check: " +sent);
15
16     if (sent == false) // Will only send email to recipient if they have not already received
17     {
```

The "Save" icon (a floppy disk) in the top toolbar is highlighted with a red box.

- c. Press [Run] and follow the Google instructions to verify your account, then the script should run and send the emails!



The screenshot shows the Google Apps Script editor interface for the same "Mass Email Script" project. The "Files" panel on the left still shows "Code.gs". The main editor area displays the same JavaScript code as in the previous screenshot, but it is partially cut off at the bottom. The "Run" button in the top toolbar is highlighted with a red box.

```
1 function massEmail()
2 {
3
4   var emailSheet = SpreadsheetApp.getActiveSpreadsheet().getSheetByName("emailInfo");
5   var subject = SpreadsheetApp.getActiveSpreadsheet().getSheetByName("subject&body").getRange
6   var message = SpreadsheetApp.getActiveSpreadsheet().getSheetByName("subject&body").getRange
7   var rows = emailSheet.getLastRow();
8
9   for(var i = 1; i < rows; i++)
10  {
11
12     var sent = emailSheet.getRange(i+1, 3).getValue(); // Checks if email has already been se
13     (reads time sent column)
14     Logger.log("Sent check: " +sent);
15
16     if (sent == false) // Will only send email to recipient if they have not already received
17     {
18       // Recipient Email Address
19     }
```