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| Mail Merge using a Add-on and sending a bulk custom mail   * First click on Add-ons and then click on Get add-ons as shown below      * And search for name Mail merge with Attachments      * Click on first one and install as shown below      * Click on continue and allow permission to your google account and click on done as shown below      * After installation go to Add-ons and click on Mail merge with Attachments and then click on   Create Merge template as shown below     * And then you have create a template as shown below      * As Shown above is the sample template form you have create like First name,Last name, Email Address,Subject,Body Message,File Attachments,Scheduled Date,Mail merge status * Email Address , Subject, Body Message,File Attachment,Mail merge status are mandatory * If you want to sent a mail at a particular time then Scheduled date field will be used * And mail merge status is for status of mail like at what time it was send * And finishing all this again click on Add-ons and click on Mail merge with Attachments and click on configure Mail Merge as shown below * Enter the spreadsheet name and sender’s email id are mandatory and few more options you can add that’s optional and click on continue as shown below        * After this if you want to enable email tracking you have some options and click on continue      * And then click on code your own HTML or you can use a Gmail draft * Now we are using code your own HTMl click on edit and add the variables in the {{give sheet column name here}} format as shown below      * Now in the HTML code pop up in the Subject field you have enter the sheet column name in {{}} * Ex: {{Subject}}, here subject is the column name for the email subject * And then in the body enter the body message column name and file attachments which you want to give * Ex:{{Body Message}}   {{File Attachments}},Here body message and file attachments are the column in the sheet   * And then click on save and click on continue * Follow the below steps for better understanding      * After creating the template just click on Mail merge and click on Go your mails will be sent using this Add-on * This is the step by step process using a mail merge add on and we can send attachments too. |