

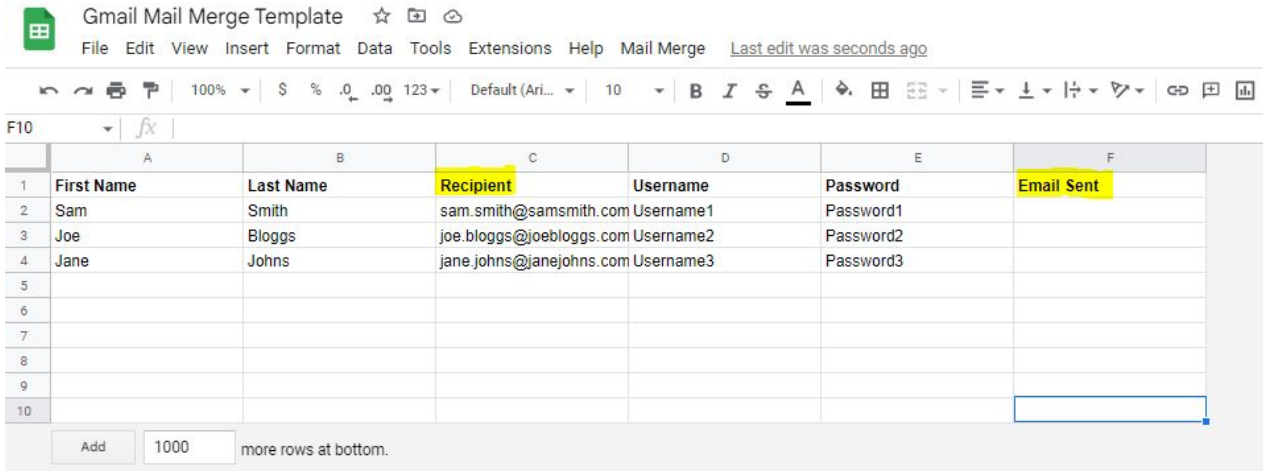


Mail Merge using Gmail and Sheets

The Learning Bar has heard from a variety of members who have successfully used mail merge to distribute student usernames and passwords for taking the *Tell Them From Me* survey. While The Learning Bar does not endorse any specific product, we do know that the mail merge process can be used effectively to distribute login codes. Once you have downloaded your excel file of student login codes you can begin the mail merge process.

Set Up the Spreadsheet

1. The first step is to set up your Google Sheet, by making a copy of the Google Sheet: [Example Mail Merge Template](#).
2. Once you have created a copy of the template above, you can add your student recipient information to the Google Sheet. You can add and remove columns, however 'Recipient' and 'Email Sent' should remain the same in order for the mail merge to succeed.



Gmail Mail Merge Template ☆ 📁 🌐

File Edit View Insert Format Data Tools Extensions Help Mail Merge Last edit was seconds ago

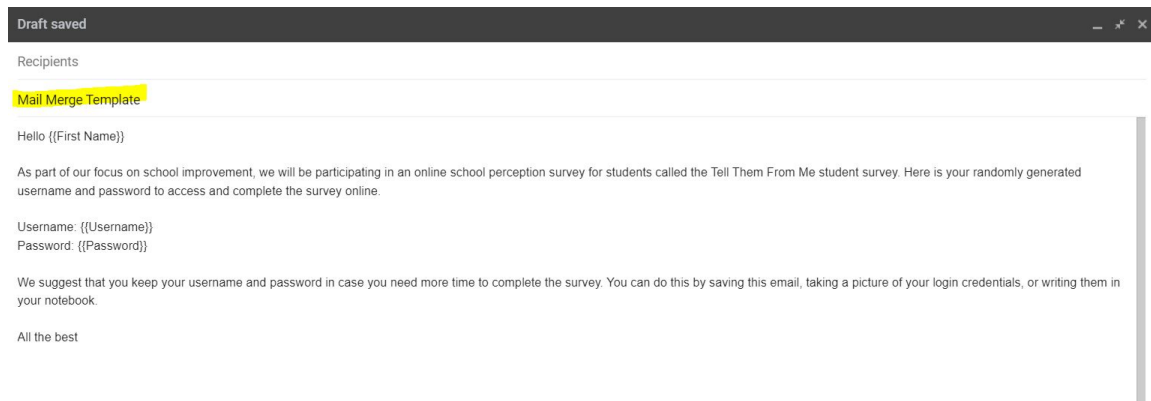
100% \$ % .0 .00 123 Default (Ari... 10 B I A

| | A | B | C | D | E | F |
|----|------------|-----------|--------------------------|-----------|-----------|------------|
| 1 | First Name | Last Name | Recipient | Username | Password | Email Sent |
| 2 | Sam | Smith | sam.smith@samsmith.com | Username1 | Password1 | |
| 3 | Joe | Bloggs | joe.bloggs@joebloggs.com | Username2 | Password2 | |
| 4 | Jane | Johns | jane.johns@janejohns.com | Username3 | Password3 | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

Add 1000 more rows at bottom.

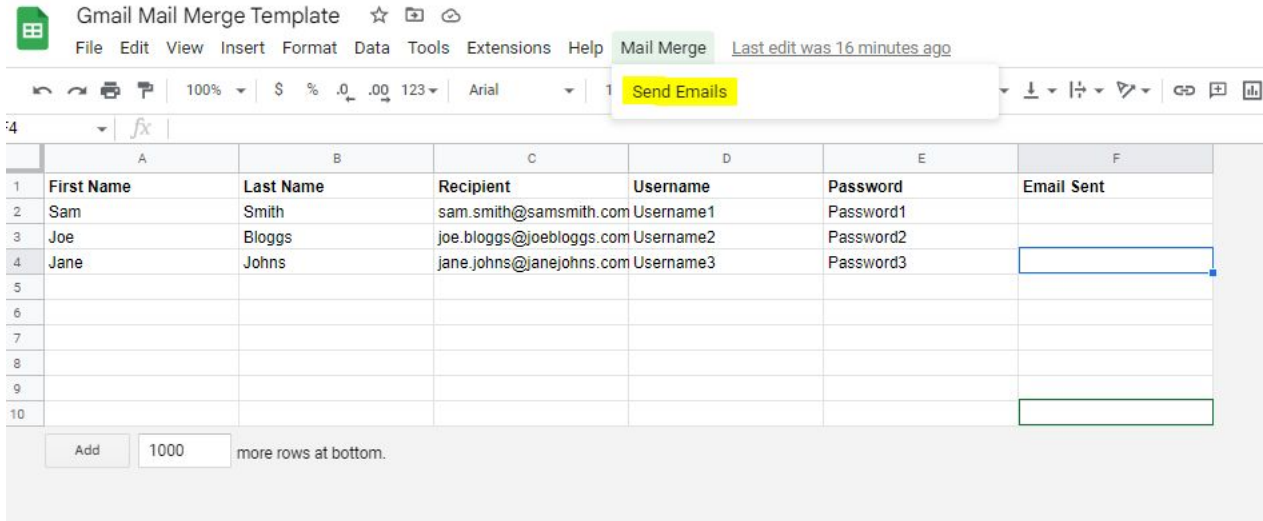
Create an Email Template

1. In your Gmail account, create an email draft. To include data from the spreadsheet in your email, use placeholders that correspond to column names surrounded by curly braces, such as {{First Name}}.
2. Copy the subject line of your email template draft.



Send Emails

1. In the Google Sheet, click Mail Merge > Send Emails. You might need to refresh the page for this custom menu to appear.



Gmail Mail Merge Template ☆ 📁 ☁

File Edit View Insert Format Data Tools Extensions Help Mail Merge Last edit was 16 minutes ago

100% \$ % .0 .00 123 Arial Send Emails

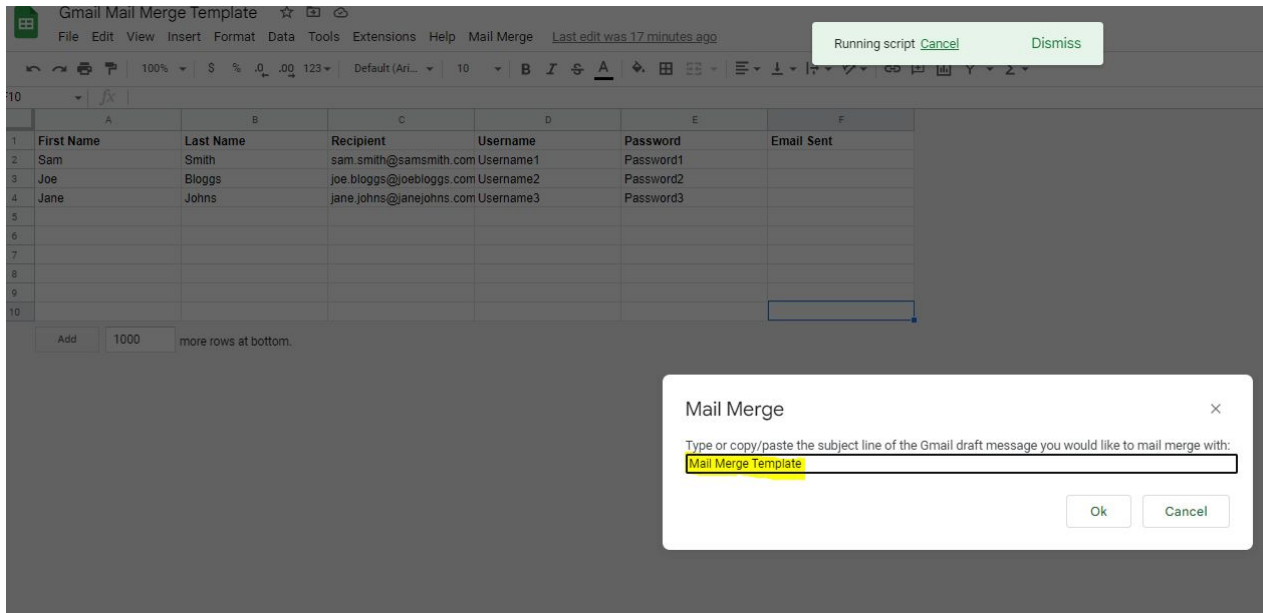
| | A | B | C | D | E | F |
|----|-------------------|------------------|--------------------------|-----------------|-----------------|-------------------|
| 1 | First Name | Last Name | Recipient | Username | Password | Email Sent |
| 2 | Sam | Smith | sam.smith@samsmith.com | Username1 | Password1 | |
| 3 | Joe | Bloggs | joe.bloggs@joebloggs.com | Username2 | Password2 | |
| 4 | Jane | Johns | jane.johns@janejohns.com | Username3 | Password3 | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

Add 1000 more rows at bottom.

2. When prompted, authorise the script.
3. Click Mail Merge > Send Emails again.
4. Paste the email template's subject line and click OK.

Send Emails Cont...

4. Paste the email template's subject line and click OK.



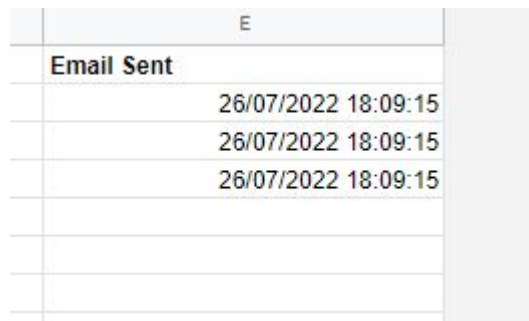
The screenshot shows the Gmail Mail Merge Template interface. A spreadsheet is visible with the following data:

| First Name | Last Name | Recipient | Username | Password | Email Sent |
|------------|-----------|--------------------------|-----------|-----------|------------|
| Sam | Smith | sam.smith@samsmith.com | Username1 | Password1 | |
| Joe | Bloggs | joe.bloggs@joebloggs.com | Username2 | Password2 | |
| Jane | Johns | jane.johns@anejohns.com | Username3 | Password3 | |

A dialog box titled "Mail Merge" is open, prompting the user to "Type or copy/paste the subject line of the Gmail draft message you would like to mail merge with:". The text "Mail Merge Template" is entered in the input field and highlighted in yellow. The dialog box has "Ok" and "Cancel" buttons.

Confirm Emails Sent

1. You can confirm that your emails were sent as the 'Email Sent' column on your Google Sheet will automatically fill, as in the image below:



| E |
|---------------------|
| Email Sent |
| 26/07/2022 18:09:15 |
| 26/07/2022 18:09:15 |
| 26/07/2022 18:09:15 |
| |
| |
| |

Congratulations on a successful mail merge. If you have any concerns or questions please call The Learning Bar on 1800 823 621 or email us at support@thelearningbar.com