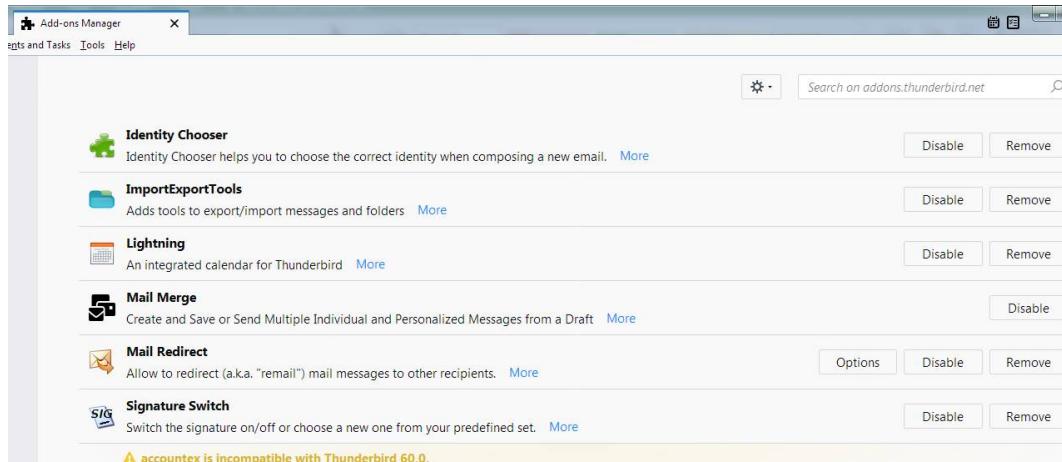
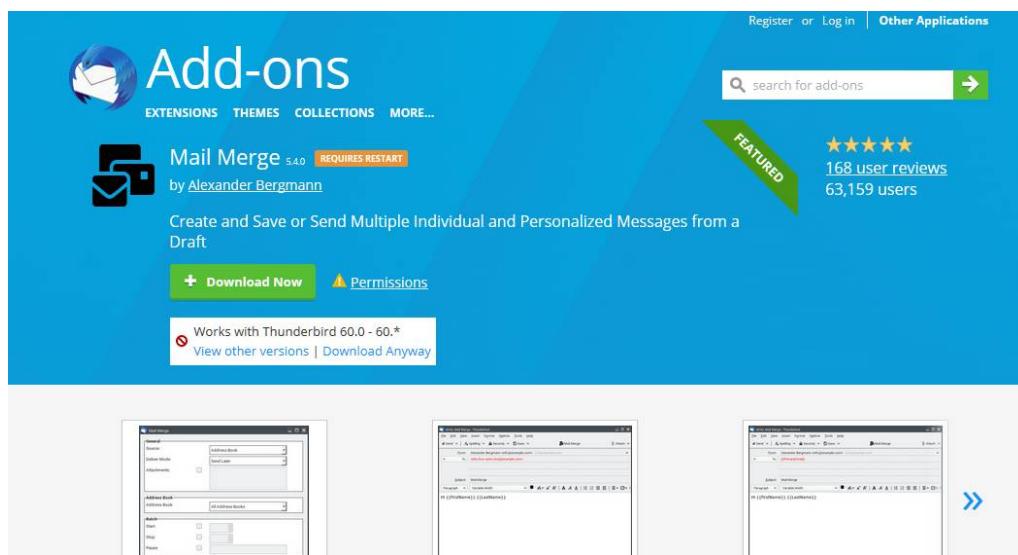


Mail merge using Thunderbird

1. You need to have the Thunderbird Add-on 'Mail Merge' by Alexander Bergmann installed, this may well of been installed for you. To check, start Thunderbird -> Tools menu -> Add-ons. If you see a list of installed Add-ons like:



If 'Mail Merge' is not installed then you will need to install it yourself. In the search box at the top right of the Add-on window type in 'mail merge' and press the magnifying glass. Look for the icon like that shown in the image below. Press the big green 'Add to Thunderbird' button.



You may be asked to install a third party application, OK these windows. Finally, you will need to restart Thunderbird.

Documentation on the usage of this add-on -> <https://addons.thunderbird.net/en-GB/thunderbird/addon/mail-merge/?src=search>

2. To use mail merge you need to have a source of information that you want to merge. The Add-on lets you use a number of sources, the ones most used will be an Address Book, a Comma Separated Value (CSV) file or a spreadsheet. In this how-to we'll use a spreadsheet.

- Start Excel and populate it with your required data e.g.

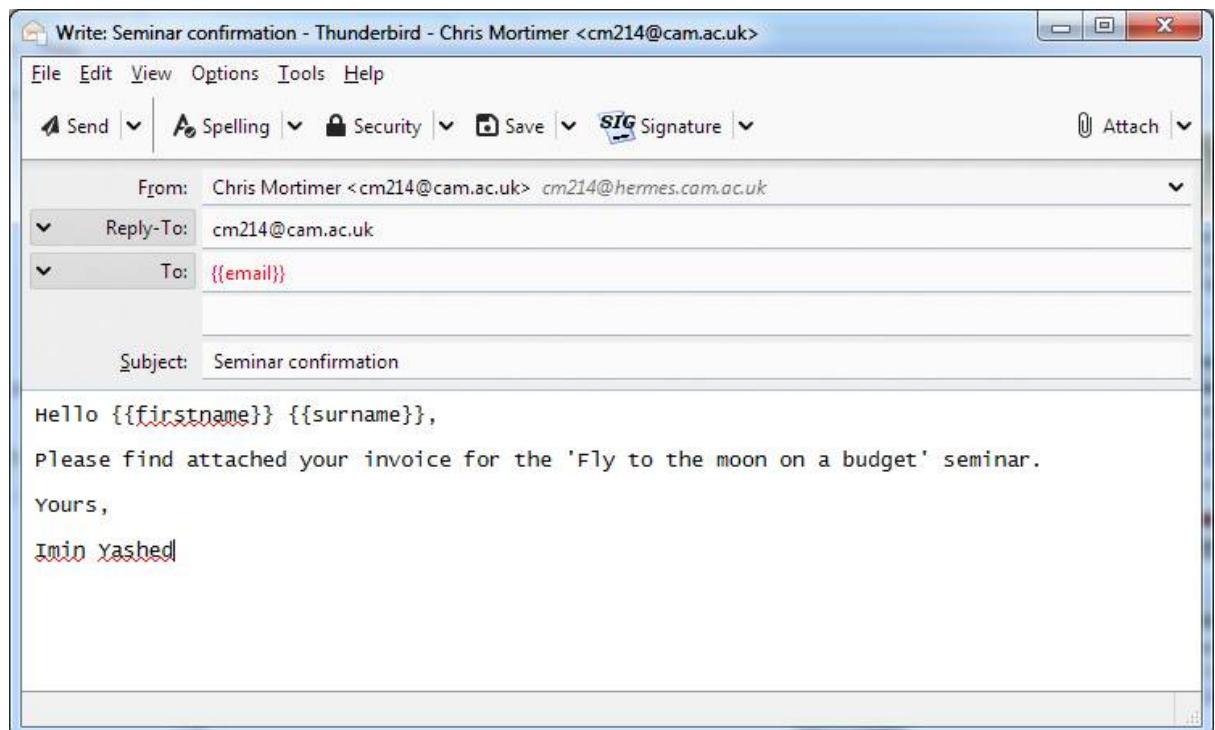
	A	B	C	D	E	F	G	H
1	email	firstname	surname	address1	address2	attachment		
2	cm214@cam.ac.uk	Chris	Mortimer	DAMTP	CB3 0WA	cm214_invoice.pdf		
3								
4								

The first row must contain the titles of the columns. The rows beneath contain the data we want to merge.

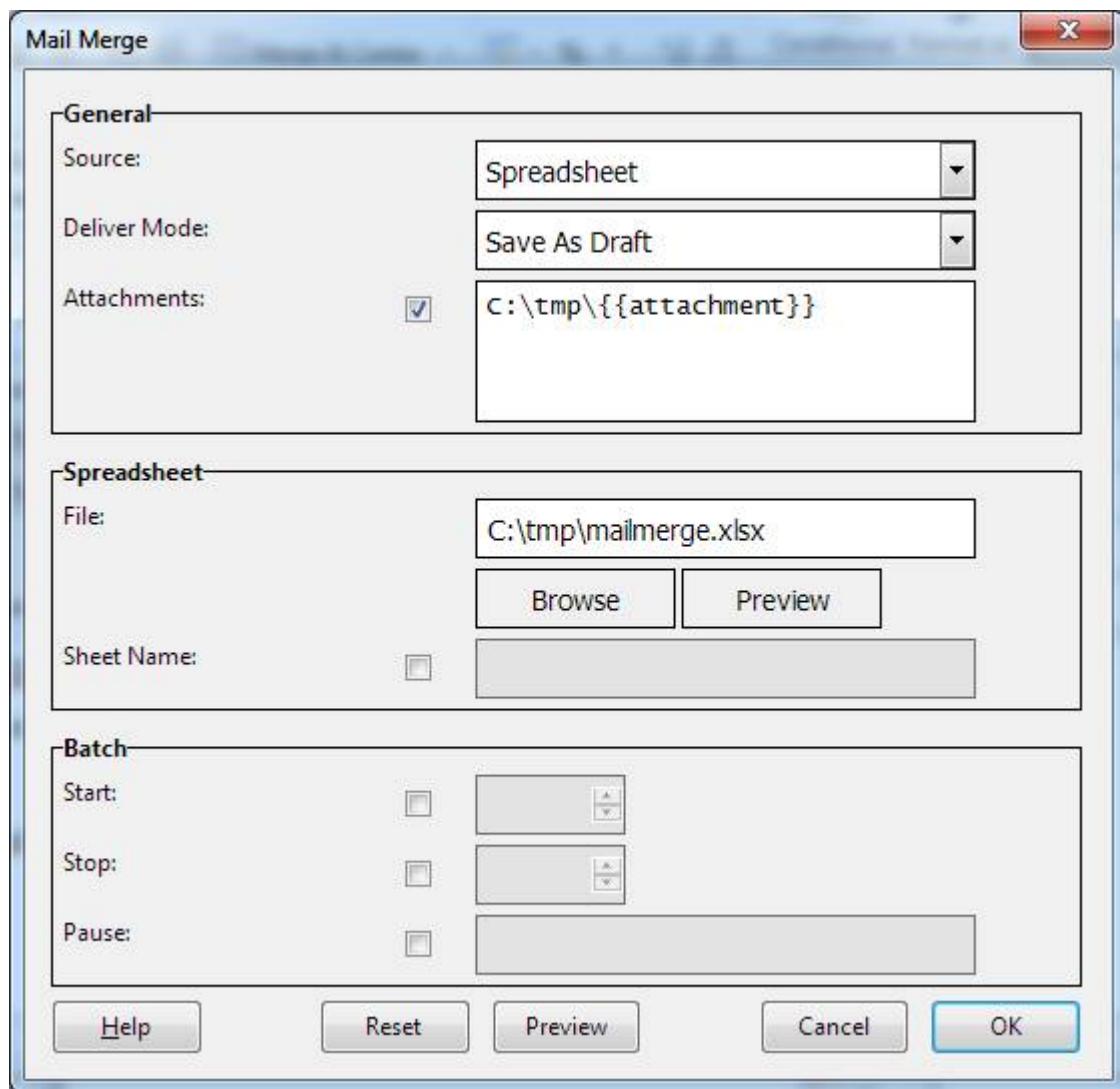
- Once the data has been entered save the spreadsheet file.
- Now compose your Thunderbird email. To import the data from the spreadsheet you need to add in the name of the column you want to use and add two curly opening brackets before and two curly closing brackets after the column name e.g. I want the email sent to cm214@cam.ac.uk to contain the line 'Hello Chris Mortimer', in my composed email I need to type 'Hello {{firstname}} {{surname}}'.

Note the curly opening and closing brackets, they are not the normal 'rounded' brackets. In addition, note that the text in between these brackets is case sensitive, it has to be the same as that in the spreadsheet.

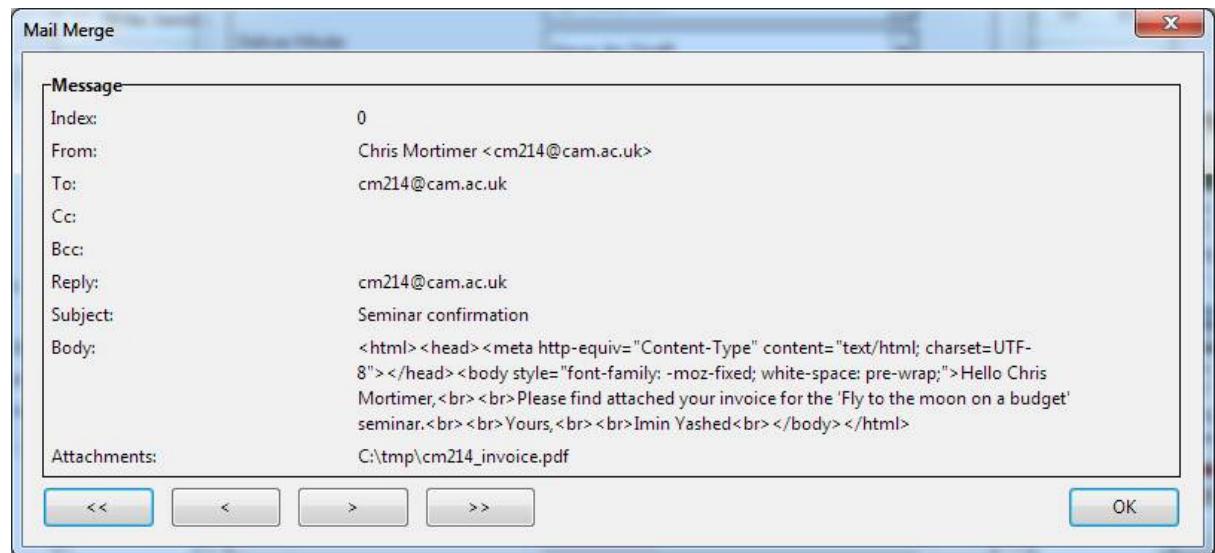
Below is an example of a simple composed email:



6. If you want to send the same attachment to every recipient then you can attach a file as normal when you compose the email. The mail merge add-on allows you to send personalised attachments, the name of the file is contained in the spreadsheet, in our example it is in the column called 'attachment'. To attach it we now need to start the mail merge process, to do this, from the File menu select 'Mail Merge'. Depending on your Thunderbird settings, you may need to run through the spell checker first. You will see a window like:



- From the 'Source' dropdown, select 'Spreadsheet'. You can now browse (and preview the data if you wish) for the spreadsheet file.
- Select the option to 'Save As Draft', this allows you to review the emails before they are sent. You can choose the option to 'Send Now' if you want to send the emails straight away.
- If you want to attach personalised attachments, tick the 'Attachments:' option and type in the path of the folder containing the attachments, in this case the folder c:\tmp contains the file listed in the spreadsheet cm214_invoice.pdf.
- By pressing the 'Preview' button you can check to see what will be sent out e.g.



Here we can see whom the email will be sent to, the body of the email and the attachment name.

- Press the OK button to create the emails.

7. If you now look your draft folder in Thunderbird, you will see the merged email(s). You can now edit and send them. If you chose to not save the emails to Draft then this step can be ignored.

