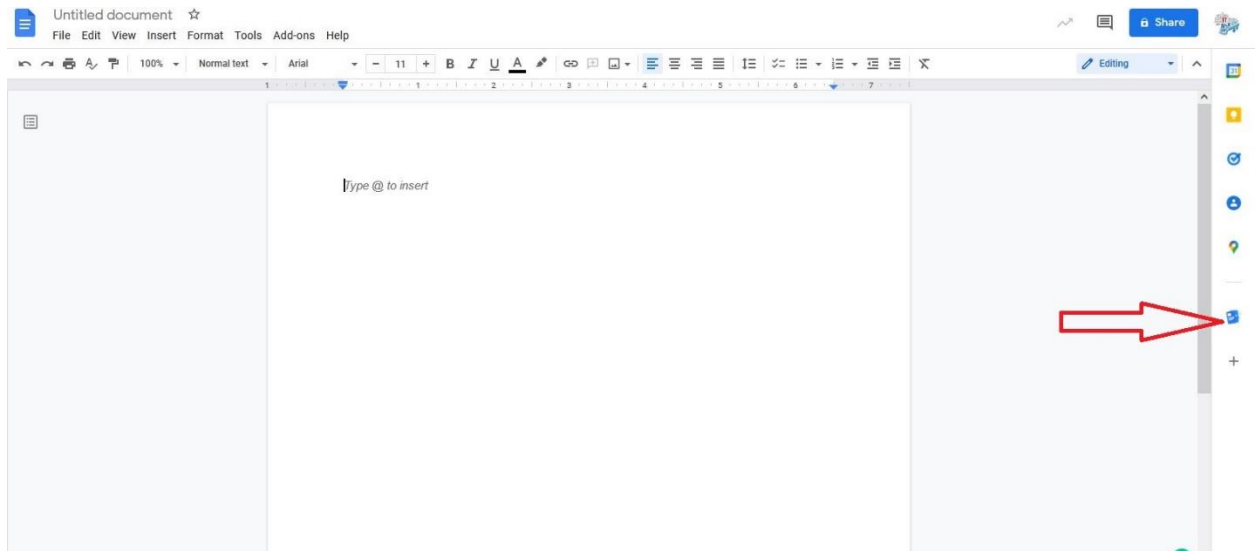
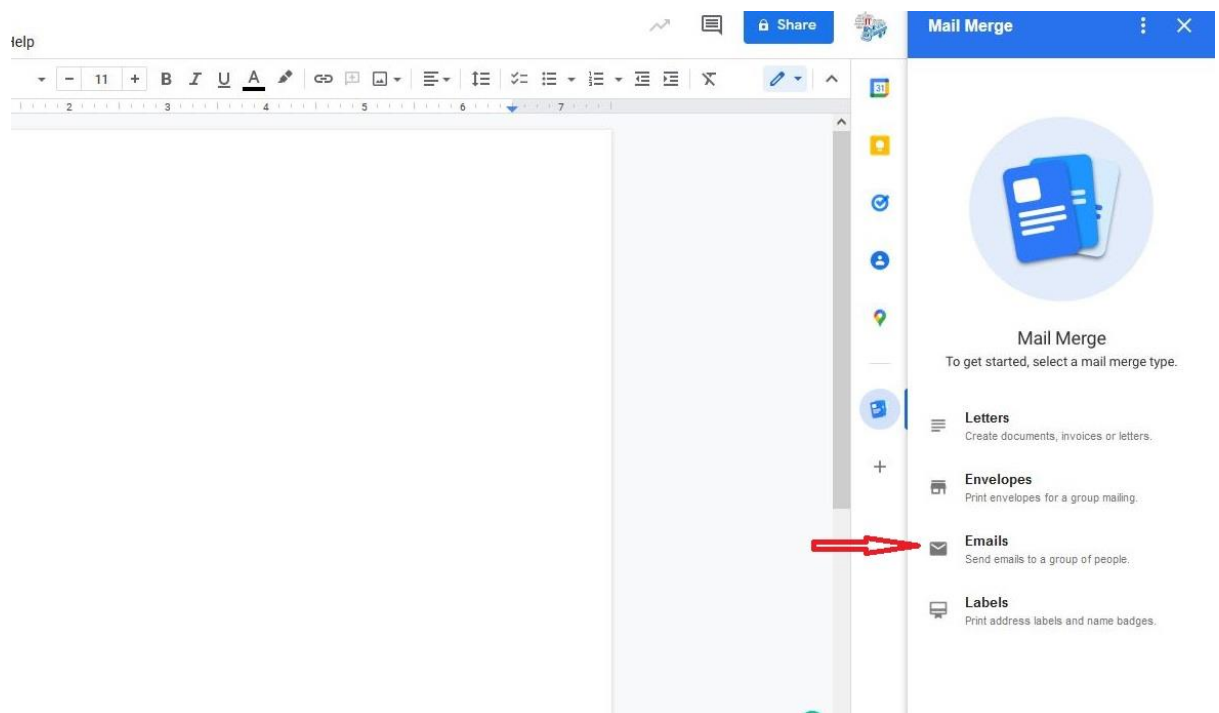


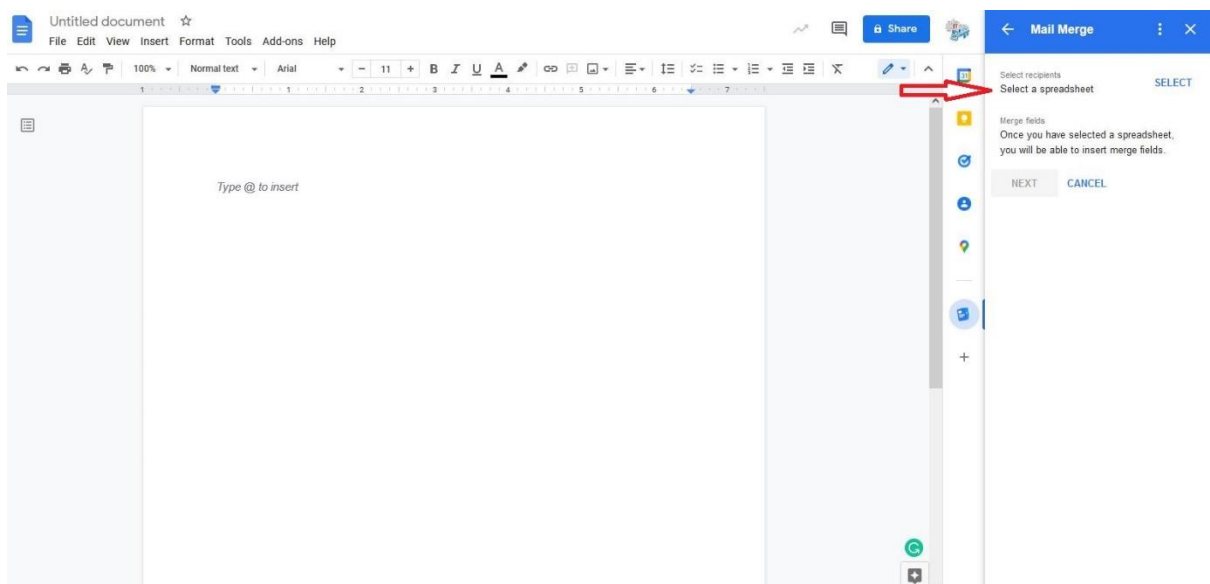
4- Open new google doc & click on mail merge option

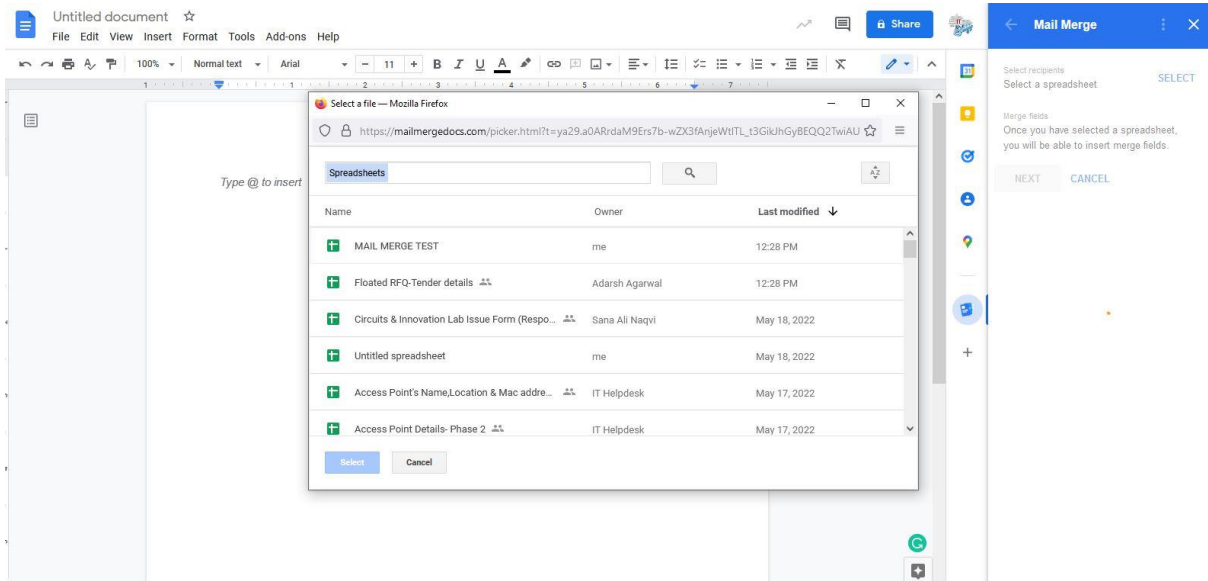


5- Click on email option

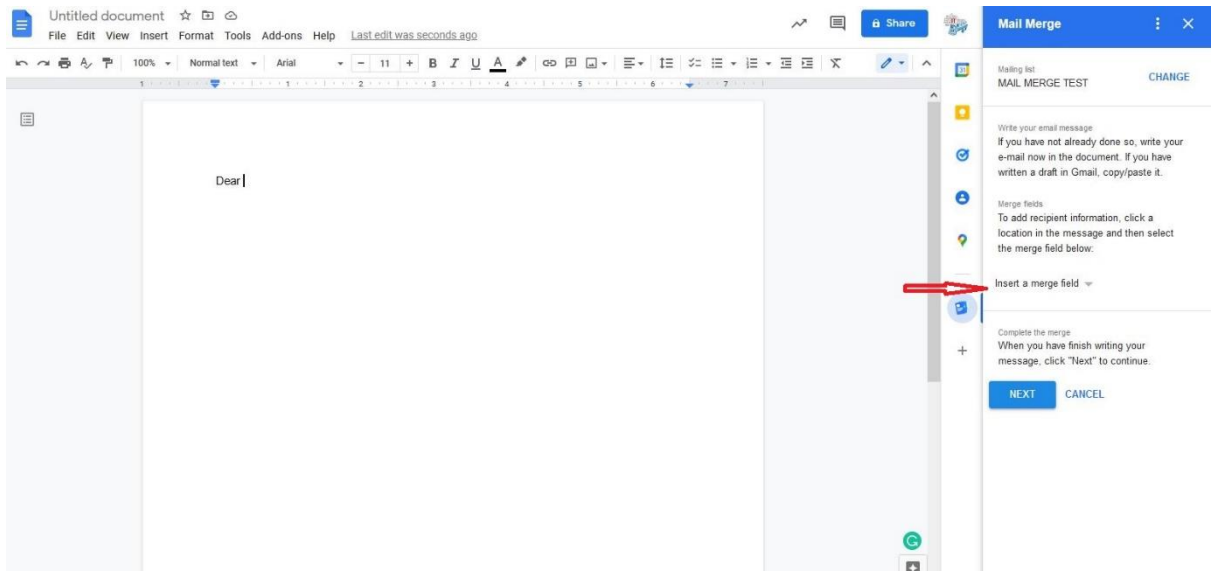


6- Select spread sheet which you created as per point number 3

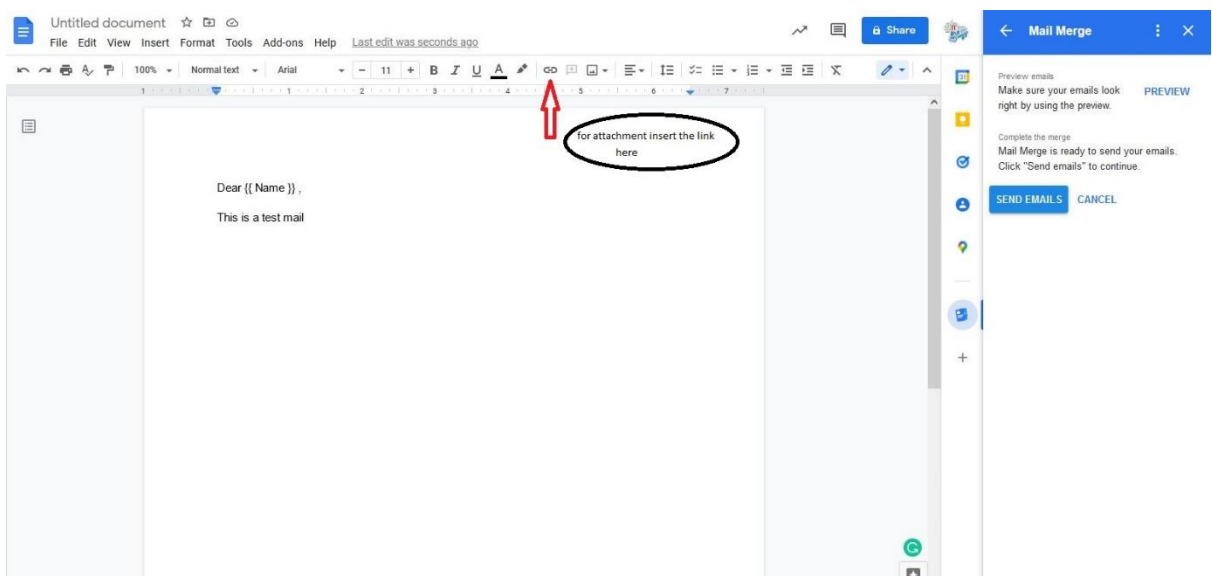




7- Type the mail as per requirement & insert the merge field



8-for attachment you can upload the file in the drive & insert the link



9- You can preview the email & Send it

The image shows a document editor interface with a 'Mail Merge' panel on the right. The document content is as follows:

Dear {{ Name }},
This is a test mail

The 'Mail Merge' panel on the right contains the following text and buttons:

Preview emails
Make sure your emails look right by using the preview. **PREVIEW**

Complete the merge
Mail Merge is ready to send your emails. Click "Send emails" to continue.
SEND EMAILS **CANCEL**