# Mail Merge with google docs & sheets

- 1- Login your email id in the browser
- 2- Click on the given link & install the plugin https://workspace.google.com/marketplace/app/mail\_merge\_for\_google\_docs/799434348782



## 3- Open google sheet. Create name & email id list

	File Edit	View Insert Form	at Data Tool:	S Extensions Default (Ari	Help <u>Last e</u> → 10 →	dit was seconds B <i>I</i> 응	<u>ago</u> A_   �. 田 53		÷ + ₱ +	cə ⊞ ⊪ 7	7 - Σ -
D10	- <i>f</i> x										
	A	В	С	D	E	F	G	н	1	J	к
1	Name	Email ID									
2	Rahul	rahulv@iiitd.ac.in									
3	Yogesh	yogesh@iiitd.ac.in									
4	Adarsh	adarsh@iiitd.ac.in									
5	Bhawani	bhawani@iiitd.ac.in									
6											
7											
8											
9											
10											
11											
12											
13											
14	1										
15											
16											

#### Untitled document ☆ File Edit View Insert Format Tools Add-ons Help 📈 📃 🔒 Share -いって 西 A デ 100% - Normal text - Arial - <u>11</u> + B *I* <u>U</u> <u>A</u> ≠ GD ⊡ - <u>=</u> = = <u>1</u> = 5 = ± - ± - ± = ∞ Ø Editing ~ EI ····S····I····S···I····6···· . . 2 ..... Ø Type @ to insert 0 9 P +

## 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

E Untitled doc File Edit View	sument ☆ w Insert Format Tools Add-ons Help	~	🗎 🔒 Share	*	Mail Merge	: ×
∾~ <b>ē</b> ∿ ₱	100% v Normaltext v Arial v − 11 + B Z U A v co ⊡ a v ≣-	·   1≘   \$= !≡ • !≡ • '≡ !≡   6 · · · •	x 0. ^	5ei Se	ect recipients lect a spreadsheet	SELECT
			( )	In Mer On You	pe fields ce you have selected a sprea u will be able to insert merge t	dsheet, ields.
	Type @ to insert			0	NEXT CANCEL	
				•		
				+		
			0 Q			

いつ 古 A/ 〒 100%	✓ Normal text ✓ Arial	- 11 + B I U A & GD		• = • = = X	0 - ~		Salect racinients
1	es la catence la catence		5 • • • 1 • • • 6 • • • 🛶 • • • 5	ter en fi		-	Select a spreadsheet SELECT
		Select a file — Mozilla Firefox  A https://mailmergedocs.com/picker.html?t=ya29	.a0ARrdaM9Ers7b-wZX3fAnjeWt	- E	ນ × ເ ພີ ≡		Merge fields Once you have selected a spreadsheet, you will be able to insert merge fields.
	Type @ to insert	Spreadsheets	٩		ÂZ V	9	NEXT CANCEL
		Name	Owner	Last modified 🛛 🕹			
-		MAIL MERGE TEST	me	12:28 PM	^	•	
		Floated RFQ-Tender details	Adarsh Agarwal	12:28 PM			
		Circuits & Innovation Lab Issue Form (Respo 🚢	Sana Ali Naqvi	May 18, 2022			
		Untitled spreadsheet	me	May 18, 2022		+	
2		Access Point's Name,Location & Mac addre 🚢	IT Helpdesk	May 17, 2022			
		🚹 Access Point Details- Phase 2 🚢	IT Helpdesk	May 17, 2022	~		
,		Select					
5					C		
					Q		

#### 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

File Edit View	Insert Format Tools Add-ons Help Last edit was seconds ago	~ 🗏 🧕	Share	← Mail Merge : ×
	100% • Normal text + Arial + 11 + B Z U A * C I + E Dear {{ Name }}, This is a test mail	IE 5- E + E + E E K		Preview emails Make sure your emails look right by using the preview. Complete the emrep Mail Marge is ready to send your emails. Cick: "Send emails" to continue. SEND EMAILS CANCEL

## 9- You can preview the email & Send it

