Email Mail Merge Add-on in Thunderbird

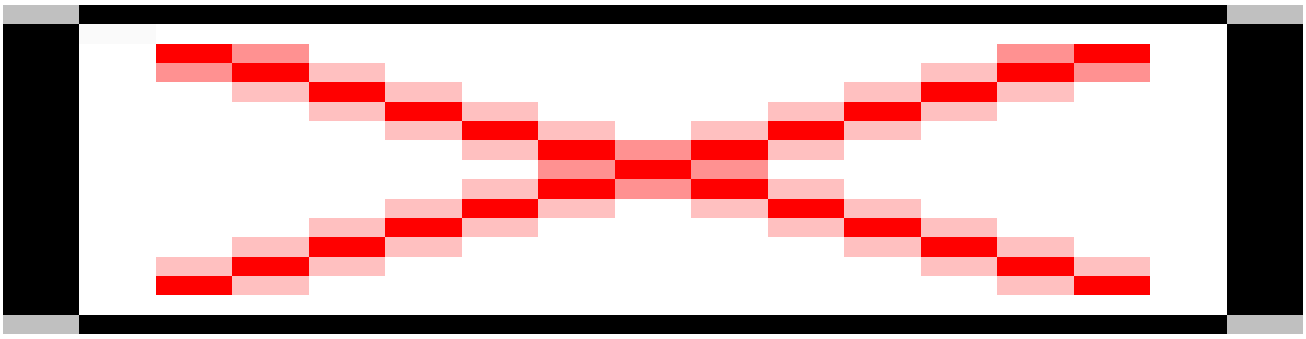
Thunderbird

Using Thunderbird Email Mail Merge Add-on

This capability is *NOT* be used for large mailings, use the formal university methods for large mailings.

Visit web site for Mozilla?s Thunderbird Add-on: https://addons.mozilla.org/en-US/thunderbird/ [1]

Search for ?Mail Merge? then download and install (Thunderbird/Tools/Add-ons)



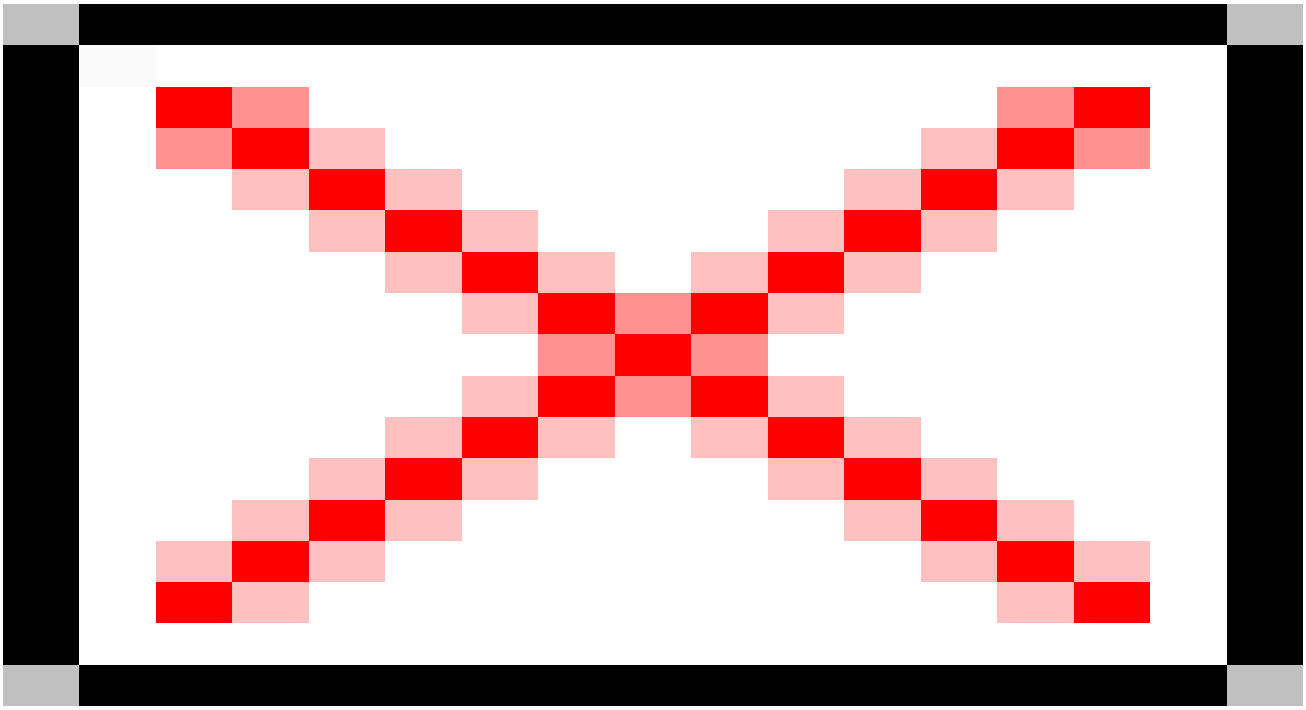
This Thunderbird productivity Add-on provides two functions facilitating email:

- Mass Mail - where you can address to multiple recipients and the result is individual emails are sent
- Personal Mail ? where you provide a spreadsheet of email address (and other fields too) and the result is individual and customize emails (mail merges) are sent

Warning - it is always important to review messages created before sending them

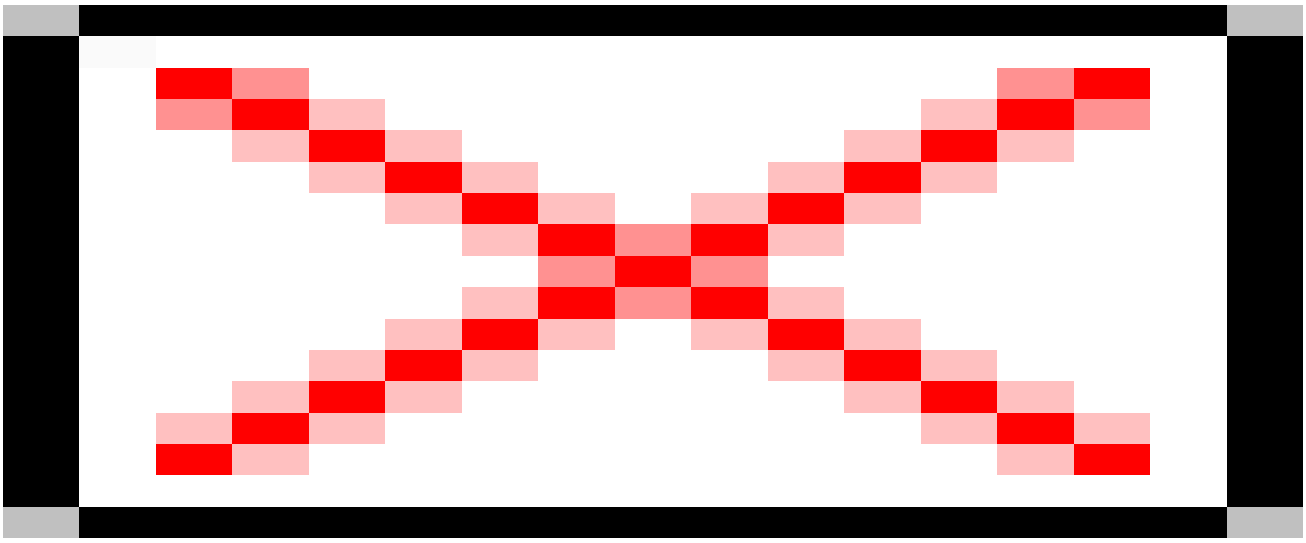
Mass Mailing Instruction

- address multiple recipients (cutting/pasting email addresses from a spreadsheet works)
- create the email message you want them to receive
- select File / Mass Mail and allow time for the add-on to automatically generate email messages as they are place into the Thunderbird Unsent or Outbox Local Storage folder
- review the messages before sending for desired content and accuracy
- select File / Send Unsent Messages and allow time for the system to send each message.

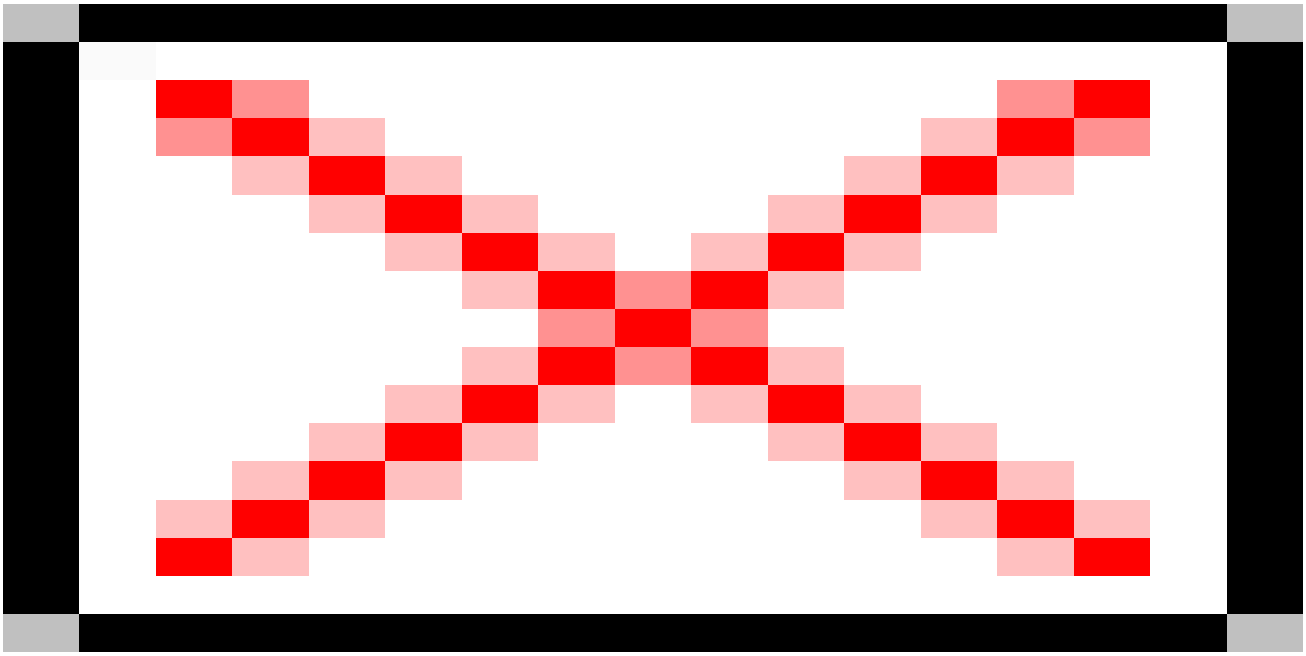


Mass Merging Mailing Instruction

1) create a spreadsheet that has heading names for the merge
2) place information in the spreadsheet, one row per addressee
3) you must save this spreadsheet as a .csv format



- create an email message using the heading names within double braces ?{{headingnamehere}}? where you want merged data inserted into the email
- save that email as a ?template? if you want to reuse this ?template form? later
- select File / Personal Mail
- select Browse and navigate to the spreadsheet you created and saved above
- select OK and allow time for the add-on to automatically generate email messages into the Thunderbird Unsent folder
- review the messages before sending for accuracy (this add-on is not perfect)
- select File / Send Unsent Messages and allow time for the system to send each message



Source URL: http://www.uni.edu/its/support/article/339

Links:
[1] https://addons.mozilla.org/en-US/thunderbird/