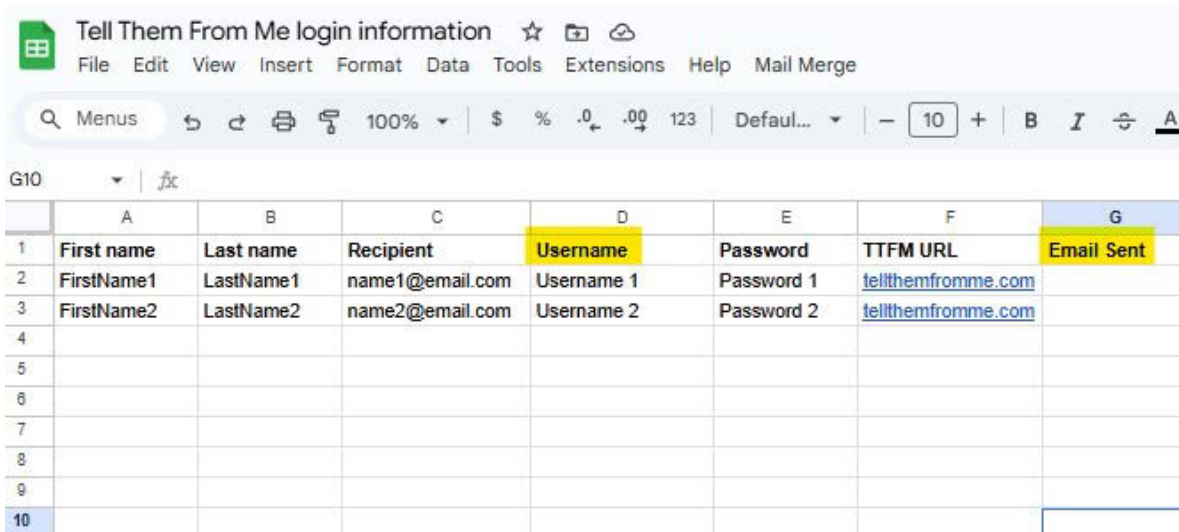


Mail Merge using Gmail and Sheets

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. Rename the Google sheet match the title of the email your recipients will receive for Example Tell Them From Me Survey Login information.

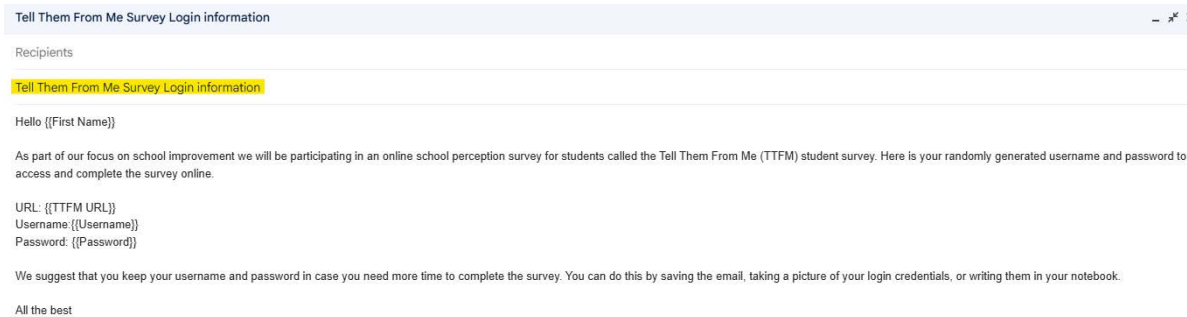


The screenshot shows a Google Sheet interface with the title "Tell Them From Me login information". The spreadsheet has the following columns and data:

	A	B	C	D	E	F	G
1	First name	Last name	Recipient	Username	Password	TTFM URL	Email Sent
2	FirstName1	LastName1	name1@email.com	Username 1	Password 1	telltthemfromme.com	
3	FirstName2	LastName2	name2@email.com	Username 2	Password 2	telltthemfromme.com	
4							
5							
6							
7							
8							
9							
10							

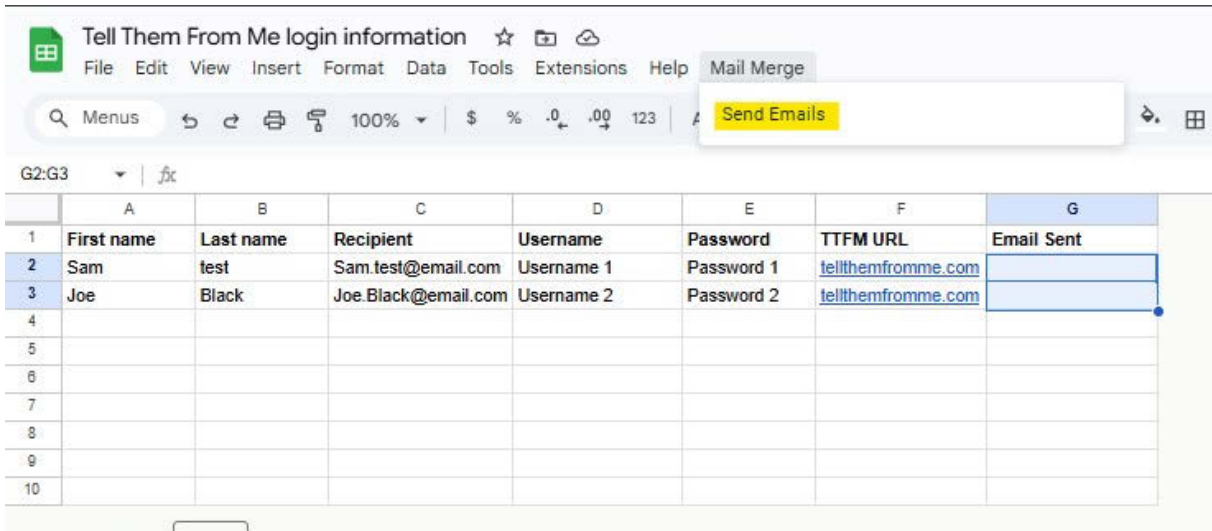
Create an Email Template

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 for example Tell Them From Me Survey Login information



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.



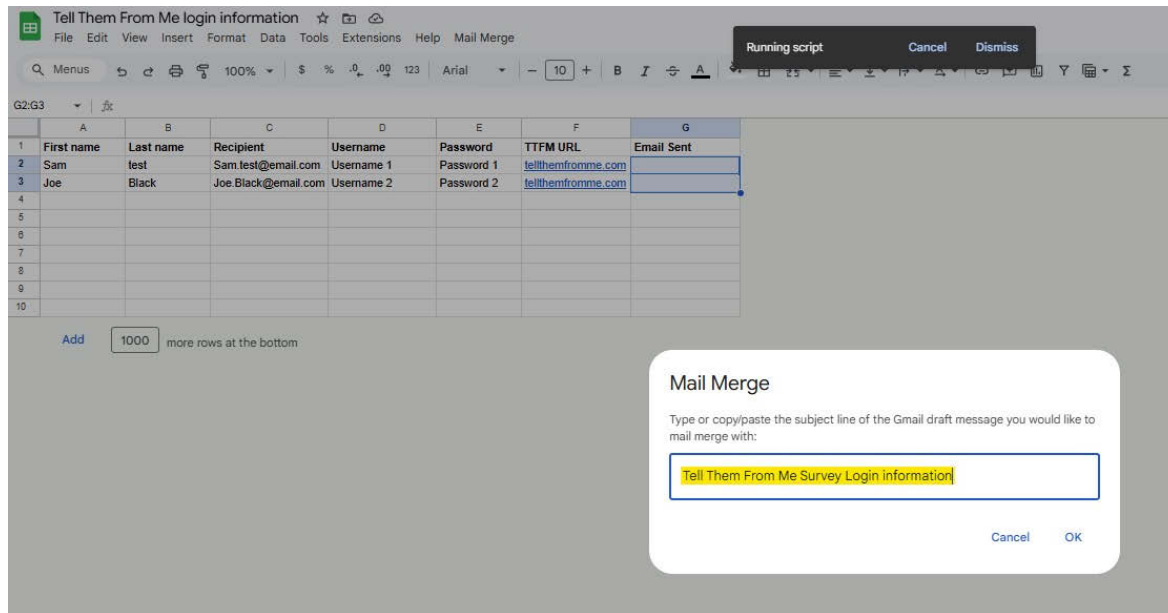
The screenshot shows a Google Sheet interface. The title bar reads "Tell Them From Me login information". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Data", "Tools", "Extensions", "Help", and a custom menu "Mail Merge". The "Mail Merge" menu is open, showing a "Send Emails" option highlighted in yellow. The spreadsheet has columns A through G. Row 1 contains headers: "First name", "Last name", "Recipient", "Username", "Password", "TTFM URL", and "Email Sent". Row 2 contains: "Sam", "test", "Sam.test@email.com", "Username 1", "Password 1", "telltthemfromme.com", and an empty cell. Row 3 contains: "Joe", "Black", "Joe.Black@email.com", "Username 2", "Password 2", "telltthemfromme.com", and an empty cell. Rows 4 through 10 are empty.

	A	B	C	D	E	F	G
1	First name	Last name	Recipient	Username	Password	TTFM URL	Email Sent
2	Sam	test	Sam.test@email.com	Username 1	Password 1	telltthemfromme.com	
3	Joe	Black	Joe.Black@email.com	Username 2	Password 2	telltthemfromme.com	
4							
5							
6							
7							
8							
9							
10							

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 a Google Sheets spreadsheet titled "Tell Them From Me login information" with a "Mail Merge" extension. A "Running script" dialog box is visible at the top. The spreadsheet has the following data:

	A	B	C	D	E	F	G
1	First name	Last name	Recipient	Username	Password	TTFM URL	Email Sent
2	Sam	Iest	Sam.Iest@email.com	Username 1	Password 1	telthefromme.com	
3	Joe	Black	Joe.Black@email.com	Username 2	Password 2	telthefromme.com	
4							
5							
6							
7							
8							
9							
10							

Below the spreadsheet, there is a "Mail Merge" dialog box with the following text:

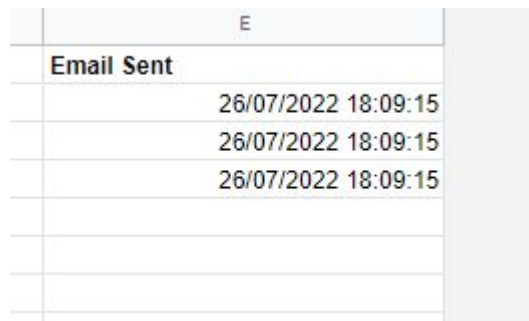
Mail Merge

Type or copy/paste the subject line of the Gmail draft message you would like to mail merge with:

Cancel OK

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