

SOP on how to use Mail Merge

This SOP describes how you can send customised emails to a large list of recipients whose email addresses are available in an EXCEL file. This SOP is created by Rahul Nair and the email support team at DIGITS. If you have any further questions, please send email to emailsupport@iisc.ac.in.

1. Create an EXCEL file with the email ids to whom you want to send email and save the EXCEL file.

Note: If there are more than 450 recipients, then it is strongly advised to create multiple files of maximum 450 email ids and send the emails in batches with a minimum gap of 30 minutes between each batch. This is to prevent blacklisting of your account and to reduce the chances of your email landing in the recipient's Junk/Spam Folder.

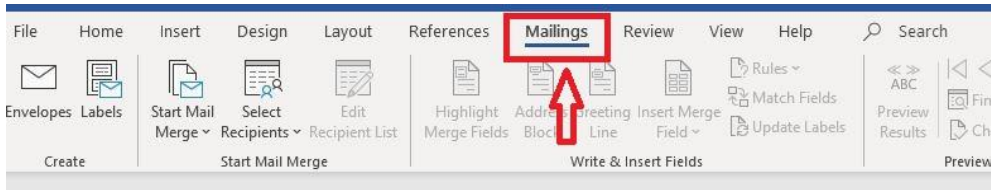
	A	B	C	D
1	Email_ID	Name_optional	Other_Info_optional	
2	abc@gmail.com	Smith	Pa@1am&dd	
3	xyz@yahoo.com	John	!9O2489@am	
4	123@outlook.com	David	x#07@90strx	
5				
6				

Note: Only the column with email id is mandatory. The other columns are required if and only if you want to send customised email to each recipient.

2. Create a Word file with the content/body of the email.

Dear , This is to inform you that your account password is: Thanks & Regards
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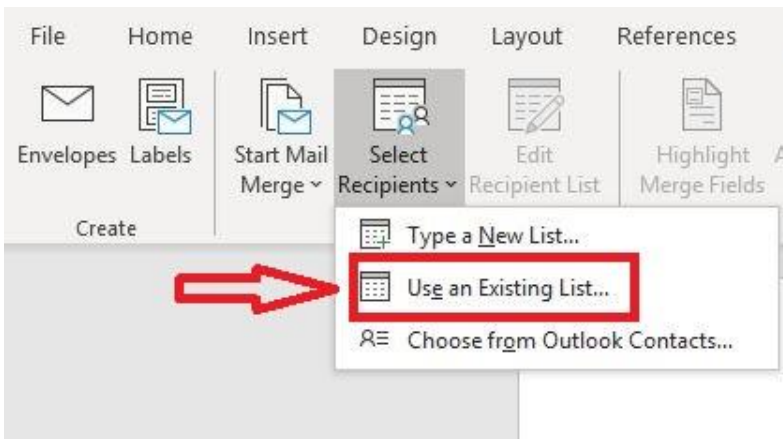
3. Once the content is ready, select the “**Mailings**” in the word file.



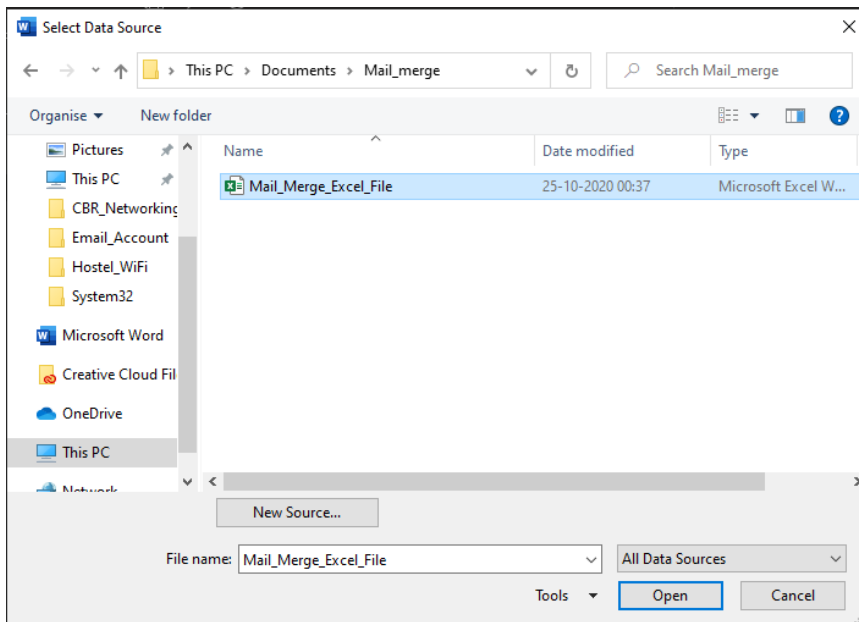
4. Then **“Select Recipients”** in the Mailings option.



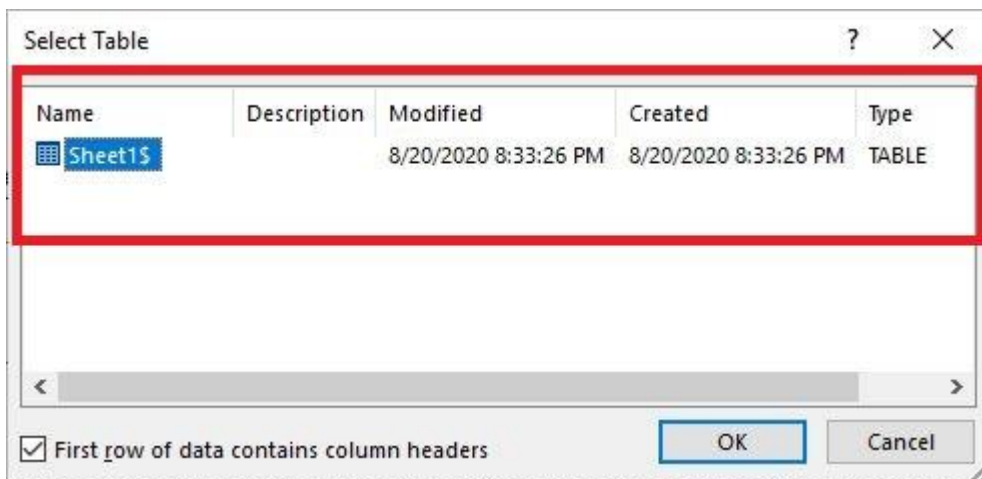
5. Select the **“Use an Existing List...”** option.



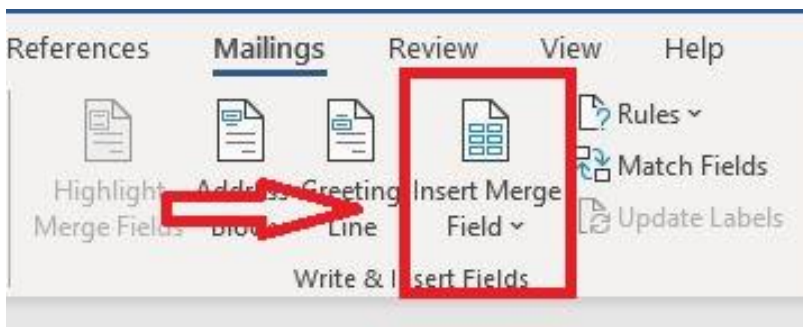
6. Select the Excel file which is already saved with the recipient email addresses.



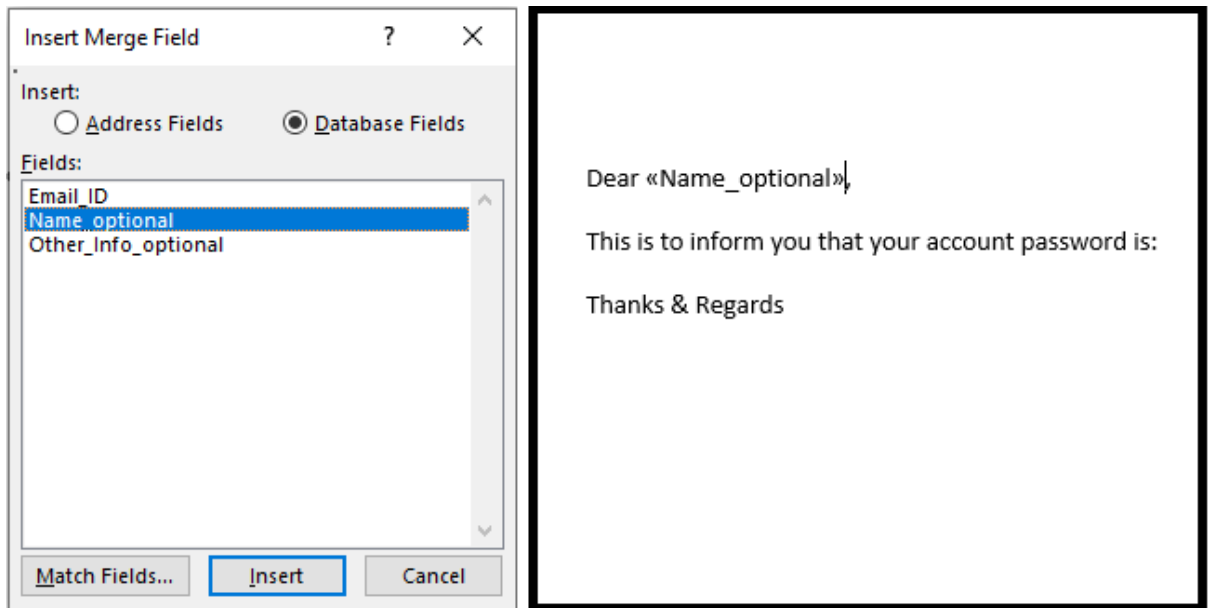
7. Select the sheet which contains the recipient email addresses from the Excel sheet and click "OK".



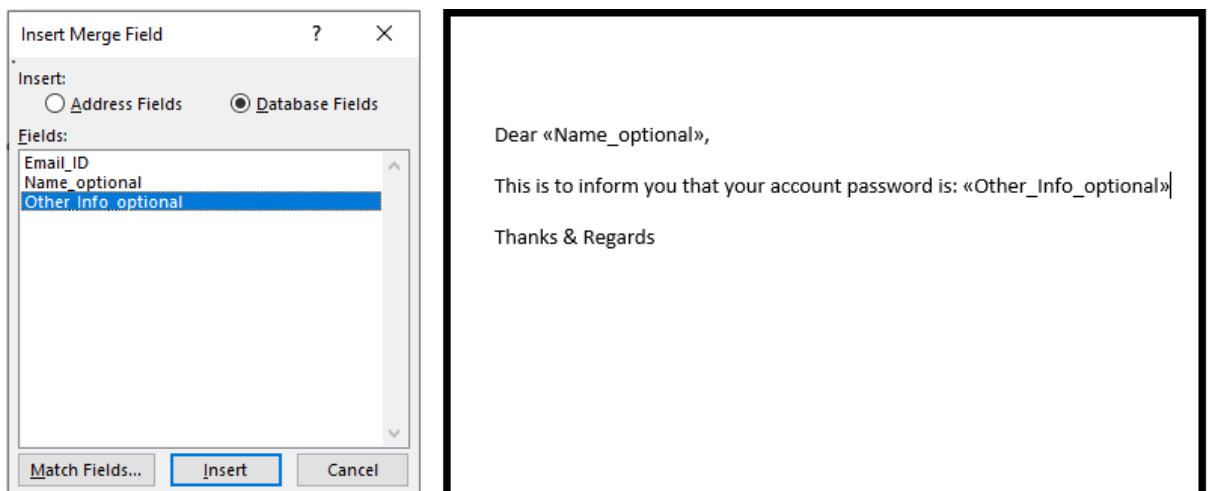
8. Click on "Insert Merge Field". Skip this step if you do not want to send customised email to each recipient.



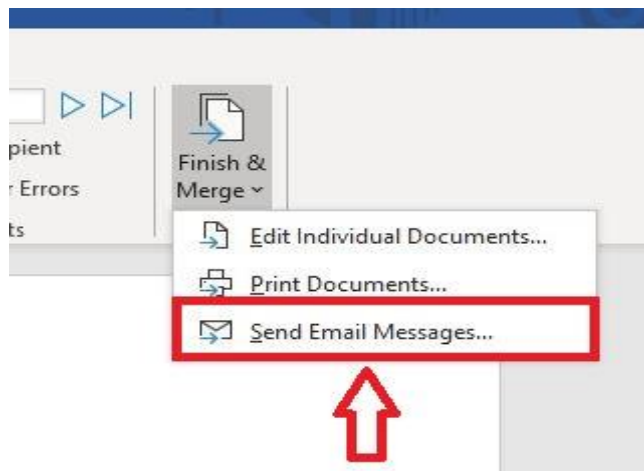
9. Place the cursor in the word file where you want to insert a field. **Skip this step if you do not want to send customised email to each recipient.**
- a. In the below screenshot we selected “Name_optional” column from the Excel file and inserted it into the Word file.



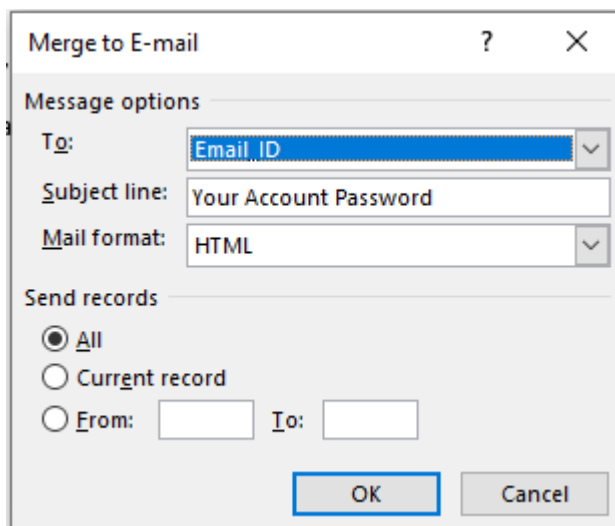
- b. In the below screenshot we selected “Other_Info_optional” column from the Excel file and inserted it into the Word file.



10. After all customised fields are entered completing click on **“Finish & Merge”** and select **“Send Email Messages...”** .



11. In the window that pops up:
- Select the Column that contains the recipient Email address in the **“To:”** field. In our example the column **“Email_ID”** contains the recipient email address.
 - Type the subject of the email.
 - Keep the Mail Format as **“HTML”**
 - Then click OK to send the email.



Thank you for your attention! In case you have any questions, please send email to emailsupport@iisc.ac.in.