## Step 1: Install "Mail Merge" in Thunderbird



Located at up right corner of Thunderbird

## Step 2: Create email list, with file format of \*. CSV. This can be done in Exel



(First name and last name can be combined, or seperated)

## Step 3: Write email as usual except:

(1) Recipients' email address in format "{{Email}}";

(2) Recipients' name in format "{{First\_Name}} {{Last\_Name}}"

(Note that "Email", "First\_Name" and "Last\_Name" must be exactly same as those in the \*.csv file)

🕞 Write: Mass_email_test		x
<u>File Edit V</u> iew Insert F <u>o</u> rmat O <u>p</u> tions <u>T</u> ools <u>H</u> elp		
I Send  ▼   ✔ Spelling  ▼		
F <u>r</u> om: Huiliang Wei <huw15@psu.edu> huw15@psu.edu -</huw15@psu.edu>	1 attach <u>m</u> ent	5 bytes
• To: {{Email}}	Test_Mail_Merge.txt	5 bytes
<u>S</u> ubject: Mass_email_test		
Body Text ▼ Variable Width ▼ ■ A' A' A A A ! = 1 = 1 = • ■ • ◎ •		
Dear {{First_Name}} {{Last_Name}},		<u>^</u>
This is a test of mass email using Mail Merge of Thunderbird.		=
   Thanks		
Huiliang		
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Mail Merge x Write: Mass\_email\_test Message File Edit View Insert Format Op Source: CSV Deliver Mode: Send Later New ۲ Attachments: Attach ⊧ CSV Save Ctrl+S File: Browse Save As Þ Character Set: UTF-8 Go to "Local Folders" on the Field Delimiter: Mail Merge main page of Thunderbird Text Delimiter: Send Now Ctrl+Return Batch Send Later Ctrl+Shift+Return Start: Page Setup... Stop: Pause: Print Preview Print... Ctrl+P Options Debug Close Ctrl+W OK Cancel Help (1) Choose the \*.csv file from "Browse" indicated in the red box. After completing the left step, (2) Leave other content as in the picture above. click "File" on the same page". (3) Click "OK", then wait the emails to be prepared for review Choose "Mail Merge" (not sent out yet).

Step 4: Using Mail Merge to prepare the mass emails to send, and review before sending out



Please check the email content and recipients' address

## 🗇 🔽 🗖 💌 🗙 Step 5: Send out all the emails! Activity Manager New Message ٠ Attachments Þ Message Filters Edit ۴ 🖣 🍂 ÷. Add-ons Find Options Print. <u>a</u> Now on the same page of last step, go to File <u>Open</u> View Ctrl+W Close "Send Unsent Messages". Go Get New Messages for All emails will be sent out by clicking it ! • Message Get Next 500 News Messages Events and Tasks Send Unsent Messages Tools Subscribe... Help Delete Folder

Note that each recipient receives the email, only with his or her own email address shown, just as normal emails sent separately.

Rename Folder...

Compact Folders Offline

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