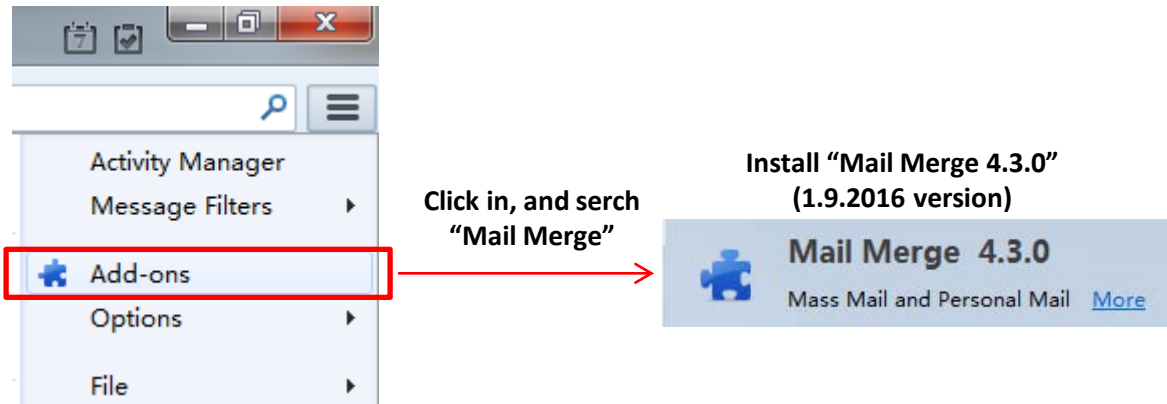


Step 1: Install “Mail Merge” in Thunderbird



Click in, and serch
“Mail Merge”

Located at up right corner of Thunderbird

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

	A	B	C
1	Last_Name	First_Name	Email
2	Last1	First1	person1@psu.edu
3	Last2	First2	person2@psu.edu
4	Last3	First3	person3@psu.edu

Save as CSV file

→ Mass_email.csv
(e.g.)

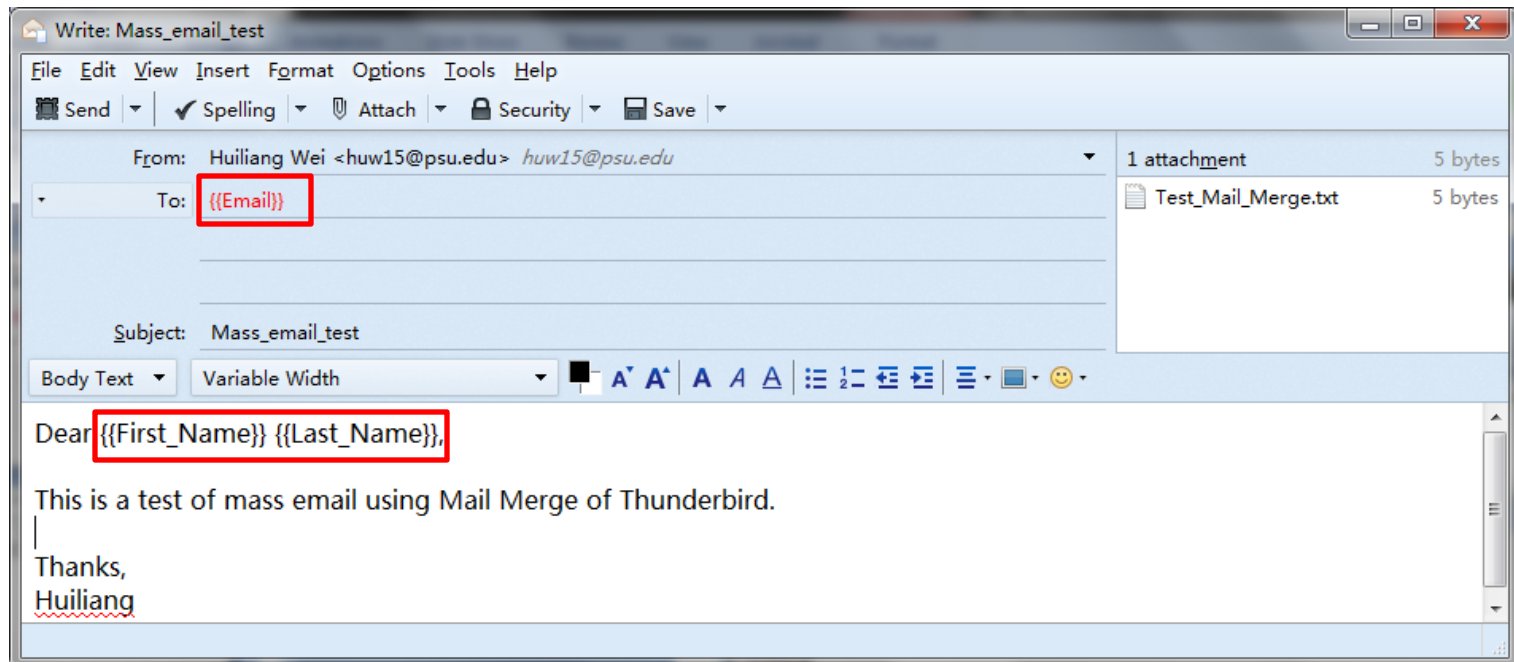
Create email list in Excel, with name and email address allocated in seperated columns
(First name and last name can be combined, or seperated)

Step 3: Write email as usual except:

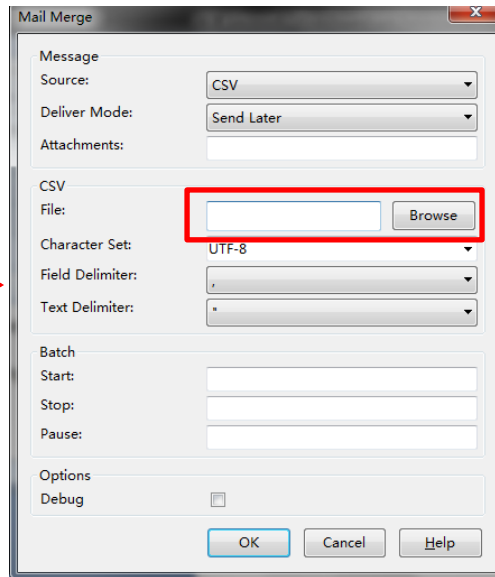
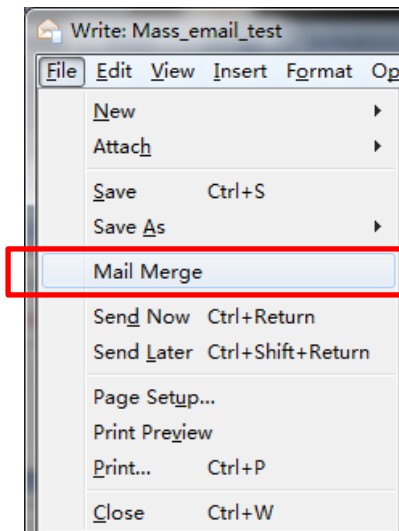
(1) Recipients' email address in format “{{Email}}”;

(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)



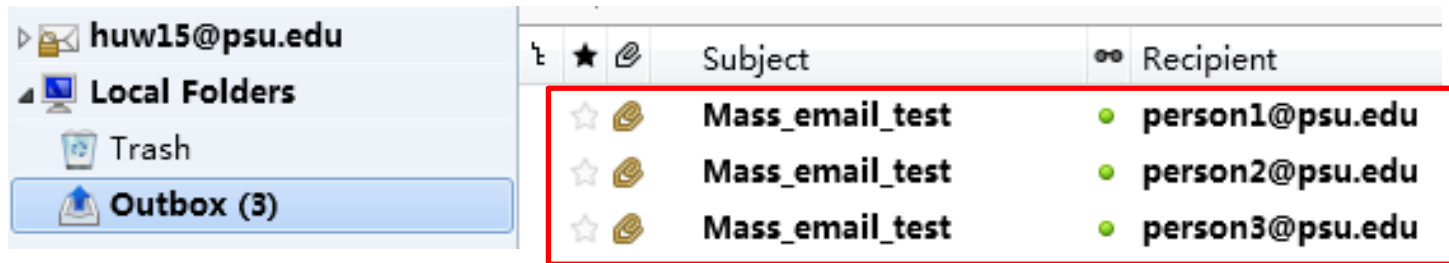
Step 4: Using Mail Merge to prepare the mass emails to send, and review before sending out



Go to "Local Folders" on the main page of Thunderbird

After completing the left step, click "File" on the same page". Choose "Mail Merge"

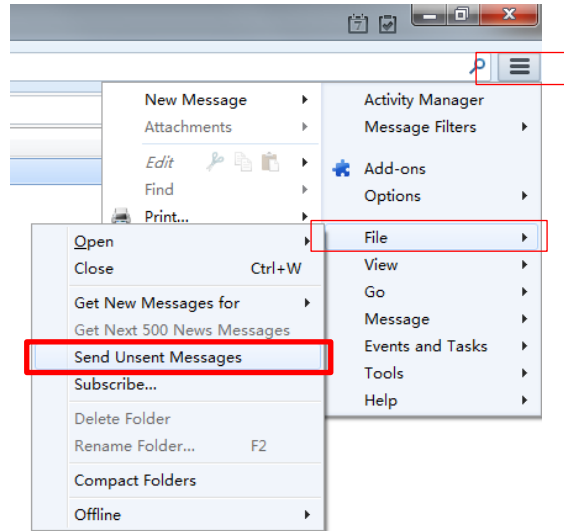
- (1) Choose the *.csv file from "Browse" indicated in the red box.
- (2) Leave other content as in the picture above.
- (3) Click "OK", then wait the emails to be prepared for review (not sent out yet).



Please check the email content and recipients' address

Step 5: Send out all the emails!

Now on the same page of last step, go to
“Send Unsent Messages” .
All emails will be sent out by clicking it !



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