



# E-Mail Merge with Thunderbird

## THESE INSTRUCTIONS ARE FOR INTERNAL EECS USE ONLY

This procedure explains how to create multiple, customized e-mail messages using data in a spreadsheet.

### One-Time Setup

Since the Mail Tweak Thunderbird extension is overkill for our needs, we now recommend Mail Merge. All of this should be done as the user who wants to send the mail; no administrator privileges are required.

1. In a web browser, go to the [Mail Merge installation page](#) and click "Download Now."
2. It may take a moment or two, but a dialog box will pop up asking what you would like to do. Choose "Save File" and put the .xpi file on your desktop. (It might automatically go into your "Downloads" folder, which lives in your "My Documents" folder, which is fine too.)
3. Start Thunderbird, pull down your Tools menu and select "Add-ons."
4. In the "Get Add-ons" tab, click the "Install" button (on the bottom left of the dialog box)
5. Find the .xpi file you downloaded and click "Open."
6. When prompted, click the "Restart Thunderbird" button

Now the extension is set, and the user can do a mail merge message any time.

### Create a Spreadsheet

1. Create an Excel spreadsheet with the data you want in the message, including the full e-mail address. Make sure there is a **header row with names for all columns**; these names must not contain spaces. (The file should look something like this [snapshot](#).)
2. Save the spreadsheet as "CSV (Comma delimited) .csv" (If you closed Excel and viewed this file in a text editor, it would look like this [snapshot](#).)

### Send a Mail Merge Message

In Thunderbird

1. Start a new message. Any parts of the spreadsheet that you would like to include in your message must be enclosed in 2 sets of curly braces {{ }}.
  1. In the To: field, put the column name you chose for the email address

surrounded by 2 sets of curly braces: `{{columnname}}`.

2. Add a Subject
3. Draft the body of the message, enclosing the column headings for any parts of the spreadsheet that you would like to include in 2 sets curly braces.

Using the example spreadsheet created above, your message would resemble this [snapshot](#).

2. Pull down the "File" menu and select "Mail Merge."
3. A dialog box should pop up. Change the top dropdown box to say "Personal Mail" and click the "Browse" button. Find your .csv file and select "Open." (Using the example above, the dialog box should look something like this [snapshot](#) or, if you're using a later version of Thunderbird, this [snapshot](#).)
4. The message should disappear. Still in Thunderbird, click the plus sign next to your "Local Folders" and an folder called "Outbox" should be there with some new messages in it (one for each email address on your spreadsheet). (Sample [snapshot](#).)
5. When you open a message you should see the fields from the spreadsheet filled out.\* (Sample [snapshot](#).) When you are ready to post them, pull down the "File" menu and select "Send Unsent Messages."

The mail merge add-on has online [documentation](#) if you'd like more detailed information.

### [Old Mail Tweak Instructions](#)

\* If you draft your message in plain text (rather than html), you may end up with a number of blank spaces at the beginning of your message. To avoid this problem, before you draft your message:

- Pull down your "Tools" menu and select Add-ons
- Click the "Extensions" tab and then the "Options" button under Mail Merge.
- In the pull-down menu next to "Format," select `text/plain`
- Click "OK" and close the "Add-ons" windows. You may now draft your message.

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