How to Use Google Mail Merge

Caleb Dizmang - 2025-04-29 - Comments (0) - Google Apps

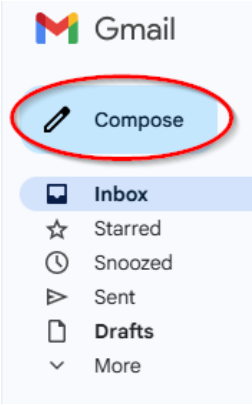
How to Use Google Mail Merge:

We are retiring our usage of **Mail Meteor** and thus swapping to **Google Mail Merge**. This is an article that will help show how to use it.

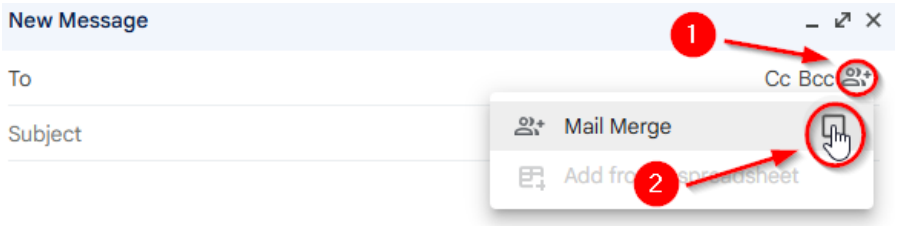
Google Mail Merge allows you to send personalized emails to multiple recipients by using data stored in a spreadsheet.

For example, if you have a list of names and email addresses in a spreadsheet, **Mail Merge** can use that information to automatically generate and send customized emails to each person.

- Ensure that you have the spreadsheet containing the list of email recipients.
- Open your **SOU Gmail account**, or click this link to access it directly.



- Click the **Compose** button (usually located at the top left).
- The right side of the **To** field there should icons for **Cc**, **Bcc**, and a people icon with a plus sign called the *Use mail merge* icon.
- Click the *Use mail merge* icon to open a dropdown menu.
- Check the **Mail Merge** box, then select **Add from a spreadsheet.**

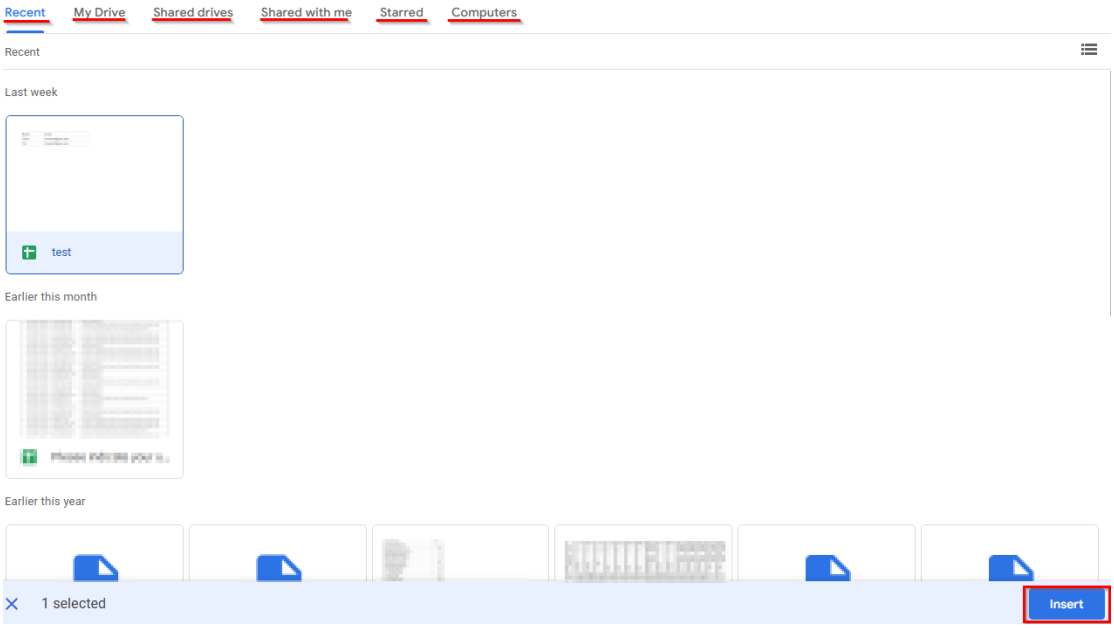


- A window titled **Link a spreadsheet for recipient info** will appear, with tabs at the top to help you locate your file.

- Locate your spreadsheet using those tabs.

Example

For example, If your spreadsheet is saved in **Google Drive**, look under the **My Drive** tab.

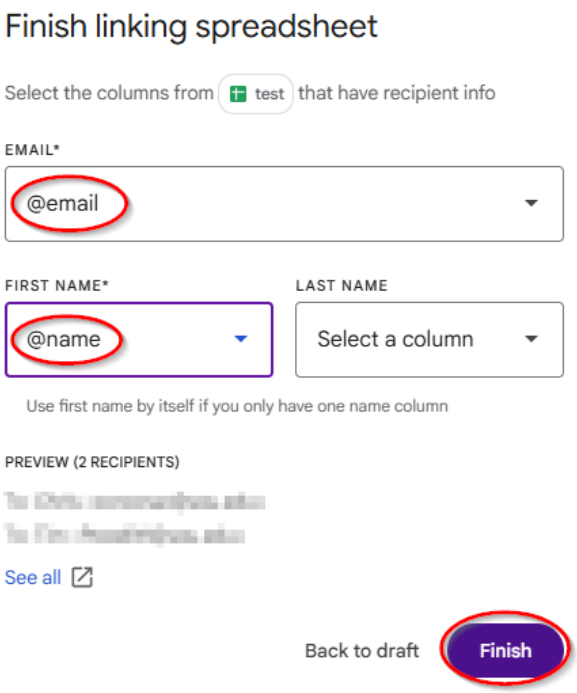


- Select it and then click **Insert.**

- Next, match the fields: link the **EMAIL** field to the email column in your spreadsheet, and the **FIRST NAME** field to the appropriate column.

Note

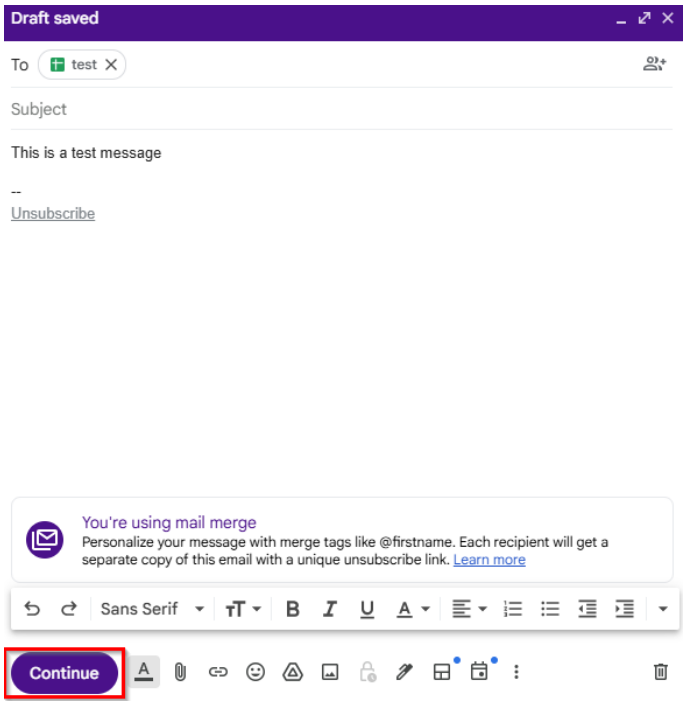
LAST NAME is an *optional* field but **FIRST NAME** is a *required* field.



- Click **Finish** when done.
- Click **Continue** to begin the process of sending the email.

Note

You can start drafting your email either at the beginning or midway through the **Mail Merge** process. Just be sure to have the email fully written before clicking **Continue**.



Note

You may get a popup titled **Help fight junk mail** which provides information about email best practices. It includes a Got it button and an option to prevent the popup from appearing again.

- The final step(s) are found on the **Ready to send** popup window.
- Clicking **Cancel** will stop the whole process.
- Clicking **Send preview** delivers a copy of your email to your inbox so you can review formatting and content before sending.
- Clicking **Send all** will send the final version of your email to all recipients listed in your spreadsheet.