What is Yet Another Mail Merge and how can I use it?

Tell Me

**Yet Another Mail Merge** (YAMM) is an easy to use Gmail add-on for users to perform a mail merge. Select a draft written in Gmail, replace template keys with names and other information from the spreadsheet and automatically send personalized emails to up to 1,500 recipients per day. Follow the steps below to use this add-on.

1. Draft the email message in your University Gmail
2. Open a new **Google Sheet**
   1. If you’ve already created a template for mail merge, you can open that Google Sheet. You may also use this new sheet as a template for future mail merges that will require similar information
3. Format the new Sheet with your desired information
   1. Example: create a column for name, email address, etc. [Click here](#) for more details about formatting
4. When the mail merge formatting is complete, click **Add-ons > Yet Another Mail Merge > Start Mail Merge**
5. Click **Continue** and choose your UNC Charlotte email address to send from, when prompted
1. If this is your first time, click **Accept** when asked for permission to access your email and related items.

![Request for Permission](image)

By clicking **Allow**, you allow this app and Google to use your information in accordance with their respective terms of service and privacy policies. You can change this and other **Account Permissions** at any time.

2. Select the desired **Draft** from the drop-down menu and enter the appropriate information.

![Yet Another Mail Merge](image)

You can still email 1000 recipients from this add-on today. Emails will be sent to recipients in column B (the 'Email address' column).

3. Click **Send Emails**

4. A progress bar will display until all emails have been sent and the confirmation message is displayed.
1. Note that a new column will be added to your Google Sheet to show Merge status that the email was sent to that recipient. You will also see how many emails remain for the day.

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<tr>
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<th>G</th>
<th>H</th>
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<tbody>
<tr>
<td>Bcc</td>
<td>Merge status</td>
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<tr>
<td>EMAIL_SENT</td>
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Yet Another Mail Merge

All emails have been sent!

4 emails sent.
You can still send emails to 1496 recipients today.

OK

9. Click OK

Info

After your first mail merge, you may receive a congratulatory email from Yet Another Mail Merge.

Hi,

Congrats for your first campaign!
Now that you have got the hang of YAMM use, go further and discover the multitude of functionalities YAMM offers.

Plenty of handy features

- Add people in cc or bcc
- Customize attachments
- Track emails opened

And for more, check out documentation

Enjoy YAMM!

Related FAQs

How do I turn off conversation view for my Gmail?
How do I edit the subject in Gmail when forwarding or replying?
How do I make sure mass email messages from 3rd party vendors will not be blocked or flagged as SPAM?
How do I setup my University signature in Gmail?
What is DMARC (Domain-based Message Authentication, Reporting and Conformance)?