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.

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

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.

<table>
<thead>
<tr>
<th>Bcc</th>
<th>Merge status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EMAIL_SENT</td>
</tr>
<tr>
<td></td>
<td>EMAIL_SENT</td>
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<tr>
<td></td>
<td>EMAIL_SENT</td>
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<tr>
<td></td>
<td>EMAIL_SENT</td>
</tr>
</tbody>
</table>

![Yet Another Mail Merge](image.png)

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

9. Click OK

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**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 handly features

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

And for more, check our documentation

Enjoy YAMM!

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**Related FAQs**

- What types of Generic Accounts are available for Gmail at UNC Charlotte?
- How do I request a generic email account?
- How do I snooze an email and what are the settings in Gmail?
- How do I turn on/off conversation view for my Gmail?
- Where did my Contacts go in the new Gmail interface?