Can Gmail do mail merge?

Tell Me

1. Yes, ITS has purchased the premium version of Yet Another Mail Merge which can be used via a Google Sheets add-on. This allows you to perform mail merges using Gmail.
2. If needed, you may also use one of the secondary options below:
   a. You can use Thunderbird with Mail Merge Extension email client for Windows or Macs or Outlook email client in IMAP mode to do mail merge.
   b. If your area has a license with EduConverse, approved users can use its' mail merge feature:
      i. Approved authorized users in the seven Colleges, Advancement, and Student Affairs will be covered by the University's EduConverse license, as of July, 2015. If you work in one of these areas, please contact your local IT group or administrator for further instructions.
      ii. If you are not in one of these areas and are interested in purchasing an EduConverse license, contact the EduConverse representative John Copeland at: john.copeland@demandengine.com for further information. The cost is determined by the type of license. A "typical" cost is usually between $5,000 to $6,000 which includes five user licenses and 250,000 emails.

IT Support

The University's ITS Department provides limited technical support for those electing to use an IMAP client to retrieve Gmail. Support includes best effort IT phone support (no ticket escalation) and the FAQs shown. Individual colleges/departments may provide additional support. The College of Liberal Arts & Sciences (CLAS) IT does not support IMAP email clients.

Related FAQs

- How does a supervisor request temporary access to an employee’s Gmail account?
- How do I set up "Send mail as" permissions for an account I am a delegate for?
- How can I get removed from the ResearchStudyAnnouncement(2)-group emails?
- What is a filter and how do I create one in Gmail?
- How do I make sure mass email messages from 3rd party vendors will not be blocked or flagged as SPAM?