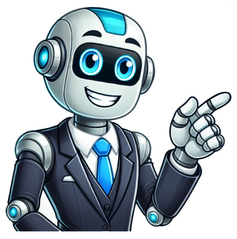
I'm not a robot



Sending out multiple emails with personalized content doesnt have to be a time-consuming task. With Google Sheets, you can efficiently execute a mail merge without needing specialized software. In this article, well guide you through the process of performing a mail merge in Google Sheets step by step. For starters, mail merge is a technique thats been in use since as early as 1980. It allows you to create customized documents or emails in bulk. Its a powerful tool found in many word processing and spreadsheet software packages, simplifying the process of sending personalized content to multiple recipients. While popular office suites like Microsoft Office include a built-in mail merge feature, Google Sheets does not offer this option by default. However, there are workarounds available to accomplish mail merge tasks effortlessly. In this tutorial, well explore two methods for achieving mail merge in Google Sheets: Using an App Script: App scripts allow you to add custom features to Sheets. For mail merge, a script can pull data from your sheet into an email template.Using an Add-on: Add-ons are mini apps that add functionality to Sheets. Using add-ons, anyone can execute a mail merge in Google Sheets effortlessly. But before we delve into the practical aspect of how to mail merge in Google Sheets, lets understand what mail merge is and how it works. Mail merge is a super useful tool for making lots of personalized letters or any type of document simultaneously. These documents are designed to be sent to many people at the same time. Think of it as the secret sauce behind many business activities, especially when it comes to things like sending out marketing emails, creating ads, or dealing with important business letters. Its like having a magic wand when you need to send out the same basic email or letter to a bunch of people but with a special touch just for each of them. And heres the cool part: mail merge isnt just for emails or letters. You can use it to do other things, too, like making a whole bunch of labels all at once or creating a stack of invoices without typing each one by hand. Its a handy trick to save time and make your life easier. Mail merge is a way to create many personalized emails or documents from one template. Heres how it works in simple steps: You create a spreadsheet with a list of recipients names and other details like email addresses or interests. This is called your recipient list.You make a template email or document with placeholder text like Dear [Recipient Name]. The placeholders will be filled in later.You select both the recipient list and template in a mail merge tool. The tool will match up columns from your spreadsheet to the placeholders in your template.The mail merge happens. The tool automatically fills in the template placeholders with data from your recipient list. So Dear [Recipient Name] becomes Dear John for the row with Johns name.This creates customized versions of your template, one for each row in your spreadsheet. Now, you can send personalized emails or documents in just a few clicks. If youre pumped up and want to follow along with todays tutorial, you can copy our sample sheet via the link below: Click Here to Copy This Sheet And if you have your own spreadsheet, you can simply replicate the steps in todays guide to achieve the same result. To perform a mail merge in Google Sheets, you can use Google Apps Script. Its a handy way to personalize emails for multiple recipients. Heres what youll need to get started: A Gmail Account: Youll need a Gmail account because this is where your emails will be sent from. If you dont have one, you can easily create it for free.A Google Sheets Spreadsheet: Your spreadsheet will contain all the data you want to customize for each email recipient. This could include their names, the competition they won, and any other personalized information you want to include. Now, the good news is that you dont have to be a coding wizard to make this work. You dont need to write the script yourself. Its available online for you to simply copy and use, which makes the process much more accessible. Lets say you want to send congratulatory emails to the competition winners. For this demonstration, well use the following sample data to represent each recipient: Step 1: Set Up Your Gmail Account To start the mail merge process, youll need a Gmail account. If you already have one, great. If not, you can easily create one for free. This Gmail account will be used to send out personalized emails to your recipients. Step 2: Prepare Your Google Sheets Spreadsheet Create a Google Sheets spreadsheet that contains all the data you want to customize for each email recipient. This could include details like their names, the specific competition they won, and any other personalized information you want to include. For this example, we will use the sample data we showed you earlier. Step 3: Compose Your Email Template in Gmail Before you start the mail merge, go to your Gmail account and compose the email template you want to send to your recipients. You can include placeholders like [Recipients Name] or [Prize] in your template to be filled with personalized information from your Google Sheets spreadsheet. Here is the email template we will use for this example: Dear [Recipients Name], We are thrilled to extend our warmest congratulations to you for achieving [Competition]! Your hard work, dedication, and outstanding performance have truly paid off. As a token of our appreciation, we are delighted to present you with [Prize]. We hope it brings you joy and serves as a reminder of your remarkable achievement. Your success is an inspiration to us all, and we are proud to have you as part of our community. We look forward to seeing even greater accomplishments from you in the future. Once again, congratulations on your well-deserved victory. Warm regards. Step 4: Access Google Apps Script Having composed the email template like we showed you in the previous step, its time to launch the Google Sheets Apps Script. To do that, navigate to the Extensions menu and select the option for App Script. This action should instantly launch the Google Sheets Apps Script editor. Step 5: Copy and Paste the Mail Merge Script As we reiterated earlier, you dont need to be a coding expert for this. And the good news is, we have put together the script we will use to mail merge. All you need to do is copy the script below and paste it into the code editor window for Apps Script. This script will automate the process of sending personalized emails to your recipients. function sendMailMerge() {// Access the active Google Sheetvar ss = SpreadsheetApp.getActiveSpreadsheet();var sheet = ss.getSheetByName('Sheet1'); // Replace 'Sheet1' with your sheet's name// Access the Gmail draftvar draft = GmailApp.getDrafts()[0]; // Replace [0] with the draft's index// Get the email template contentvar emailTemplate = draft.getMessage().getBody();// Get the data from the spreadsheetvar data = sheet.getDataRange().getValues();// Loop through each row in the spreadsheet, starting from the second row (assuming the first row contains headers)for (var i = 1; i < data.length; i++) {var recipientName = data[i][0];var recipientEmail = data[i][1]; // Email addresses are in the second columnvar competition = data[i][2];var prize = data[i][3];// Check if the recipient's email address is not empty and is validif (recipientEmail && recipientEmail.indexOf('@') > 0) {// Replace placeholders in the email template with actual datavar personalizedEmail = emailTemplate.replace('{{Recipient\'s Name}}', recipientName).replace('{{Competition}}', competition).replace('{{Prize}}', prize);// Send the personalized emailGmailApp.sendEmail(recipientEmail, 'Congratulations on Your Victory!', '', {htmlBody: personalizedEmail});// Pause briefly to avoid Gmail rate limits (e.g., 1 email per second)Utilities.sleep(1000);}}} After copying and pasting the script, as we showed you in the previous step, all you need to do is save the script. To do this, simply follow these quick steps: Click the floppy disk icon or press Ctrl + S (Windows/ChromeOS) or Command + S (Mac) in the Google Apps Script editor. Give your project a name if prompted. Your script is now saved and ready for use. With the script saved, youre just one step away from personalizing and sending emails to your recipients. The next step is to execute the mail merge, which will send out the emails using the data from your Google Sheets and the email template youve prepared in Gmail. Step 6: Test the Script Before sending out actual emails, its a good practice to test the script. Run a test with a few recipients to ensure everything works as expected. This way, you can catch any issues or errors before sending out a larger batch of emails. Step 7: Execute the Mail Merge Once youre satisfied with the test results, you can execute the mail merge. To do that, simply navigate to the toolbar section of your Apps Script window and click on the option for Run. The script will automatically send personalized emails to each recipient in your Google Sheets spreadsheet using the template you composed in Gmail. Each email will be tailored to the recipient with their specific information. Step 8: Check Your Email It is not enough to execute the script. You also need to confirm that it actually worked. And the best way to know if the mail merge worked is to check your Gmail. If everything worked as it should, your email should show a series of messages sent out after executing the script for mail merge. Here is a glimpse of what my email looks like after executing the previous step. By following these steps, youll be able to personalize and send emails to a list of recipients, just like sending out congratulatory messages to competition winners. In the previous section, we showed you how to use Apps Script to mail merge in Google Sheets. While we took our time to show you the step-by-step process, it can be somewhat challenging to execute, especially if youre just getting started with Google Sheets. Thats why we have created another exciting and easier way to mail merge in Google Sheets. Instead of using Apps Script like we showed you in the previous step, we will use add-ons, which make the entire mail merging process easy. If youre new to Google Sheets and just hearing about add-ons for the first time, youll be thrilled to know that they are helpful tools that you can add to Google Sheets to simplify the mail merge process. Whats even more amazing about this option is that there are several add-ons you can use to mail merge in Google Sheets. Now, lets show you how to mail merge in Google Sheets using add-ons. Step 1: Extension > Add-ons> Get Add-ons To start mail merging in Google Sheets using add-ons, you must first find the right tool for the job. Lets walk you through the process. Open your Google Sheet and look for the Extensions menu at the top of your spreadsheet. When you click on Extensions, a menu will appear. Scroll down until you see Add-ons. Click on Add-ons, and youll see two choices. From these options, select Get Add-ons. After executing the last step, as we showed you, Google Sheets will instantly launch the Google Sheets Workspace Marketplace. It should look something like this: Step 2: Search for Mail Merge Add-ons Once the Google Sheets Marketspace launches, as shown in the image above, all you need to do is click on the search bar, type in Mail Merge, and then hit enter. This action will provide you with different mail merge add-ons you can use. Step 3: Choose A Mail Merge Add-on When you search for mail merge in the Google Sheets workspace marketplace, youll find various options to pick from. But for our example, well go with the first one called Yet Another Mail Merge. This means well use Yet Another Mail Merge to perform our mail merge. Its a straightforward choice to help us get started with the process. Once youve chosen the Yet Another Mail Merge add-on, youll be taken to a new page where youll need to install the add-on. Its a simple process. Just click on the install button and then wait for the installation to finish. Step 4: Launch Yet Another Mail Merge Once the installation is complete, its time to launch the add-on. What you want to do is navigate to the Extension menu, scroll all the way down, and select the option for Yet Another Mail Merge. A sub-menu will launch, providing you with more options to opt for. From those options, choose Start Mail Merge. When you open the add-on, its quite simple. Heres what you need to do: First, type in the name you want to appear as the sender of your emails. Next, pick the email draft you prepared earlier. Remember, we set this up in the previous method using Apps Script for mail merge in Google Sheets. After youve adjusted these settings to your liking, theres just one more step: Click on the send option. Your emails will be sent instantly to all the email addresses in your spreadsheet. Step 5: Check Sent Emails Now that youve used the Yet Another Mail Merge add-on to send your emails, its time to ensure they were sent successfully. Heres how to check: Go to your email account. Look for the sent folder or section. If everything went well, you should see that the emails were indeed sent. Here is what ours looks like: From the screenshot above, you can see that it actually worked. In this guide, weve explored the fascinating world of mail merging in Google Sheets. Whether youre new to this or looking for simpler alternatives, weve got you covered. Lets wrap up with some key takeaways: Mail merge might sound complex, but it doesnt have to be. With the right tools and a few simple steps, you can personalize and send emails or documents to multiple recipients effortlessly. In todays tutorial, we showed you different ways to mail merge in Google Sheets. We kicked things off by showing you how to use Apps Script to mail merge in Google Sheets. While it may be a little challenging, especially if youre just getting started, by following the steps we outlined, you should be able to mail merge effortlessly using Apps Script. And If scripting isnt your thing, mail merge add-ons offer a user-friendly solution. There are various add-ons available, each with its own features. We discussed how to find, install, and use one such add-on, Yet Another Mail Merge. It simplifies the process with a few clicks. Note: After sending your emails, always check your sent folder in your email account to ensure they were successfully sent. This step provides peace of mind and confirms that your recipients have received your personalized messages. In a nutshell, mail merging can be used for various purposes, from congratulating competition winners to email marketing. Dont hesitate to experiment and discover how it can streamline your communication and make it more personal. Coding level: Beginner Duration: 10 minutes Project type: Automation with a custom menu Objectives Understand what the solution does.Understand what the Apps Script services do within thesolution.Set up the script.Run the script. About this solution Automatically populate an email template with data from Google Sheets. Theemails are sent from your Gmail account so that you can respond torecipient replies. Important: This mail merge sample is subject to the email limits describedin Quotas for Google services. How it works You create a Gmail draft template with placeholders thatcorrespond to data in a Sheets spreadsheet. Each column headerin a sheet represents a placeholder tag. The script sends the information foreach placeholder from the spreadsheet to the location of the correspondingplaceholder tag in your email draft. Apps Script services This solution uses the following services: Prerequisites To use this sample, you need the following prerequisites: A Google Account (Google Workspace accounts mightrequire administrator approval).A web browser with access to the internet. Set up the script Create the Apps Script project Click the following button to make a copy of theGmail/Sheets Mail Merge sample spreadsheet.The Apps Script project for thissolution is attached to the spreadsheet.Make a copyIn your copied spreadsheet, update the Recipients column with emailaddresses you want to use in the mail merge.(Optional) Add, edit, or remove columns to customize the data you want toinclude in your email template. If you change the name of the Recipient or EmailSent columns, you must update the corresponding code in theApps Script project. You can open the Apps Scriptproject from the spreadsheet byclicking Extensions >Apps Script. Create an email template In your Gmail account, create an email draft. To include datafrom thespreadsheet in your email, use placeholders that correspond to column namessurrounded by curly braces, such as {{First name}}.If you format the text in the email, you must also format the placeholderbrackets.Placeholders are case sensitive and must exactly match the column headers.Copy the subject line of your email draft. Run the script In the spreadsheet, click Mail Merge >Send Emails. You might need to refresh the page for this custom menuto appear.When prompted, authorize the script.If the OAuth consent screen displays the warning, This app isn't verified,continue by selecting Advanced >Go to {Project Name}(unsafe).Click Mail Merge > Send Emailsagain.Paste the email template subject line and click OK. If you applied a filter to the sheet, the script still emails the filteredparticipants, but it won't add the timestamp. Review the code To review the Apps Script code for this solution, click View source code below: // To learn how to use this script, refer to the documentation:// /*Copyright 2022 Martin Hawksey Licensed under the Apache License, Version 2.0 (the "License");you may not use this file except in compliance with the License.You may obtain a copy of the License at Unless required by applicable law or agreed to in writing, softwaredistributed under the License is distributed on an "AS IS" BASIS,WITHOUT WARRANTIES OR CONDITIONS OF ANY KIND, either express or implied.See the License for the specific language governing permissions andlimitations under the License.*/ /** * @OnlyCurrentDoc*/ /** * Change these to match the column names you are using for email * recipient addresses and email sent column.*/const RECIPIENT_COL = "Recipient";const EMAIL_SENT_COL = "Email Sent"; /** * Creates the menu item "Mail Merge" for user to run scripts on drop-down. */function onOpen() { const ui = SpreadsheetApp.getUi(); ui.createMenu('Mail Merge') .addItem('Send Emails', 'sendEmails') .addToUi();} /** * Sends emails from sheet data. * @param {string} subjectLine (optional) for the email draft message * @param {Sheet} sheet to read data from*/function sendEmails(subjectLine, sheet=SpreadsheetApp.getActiveSheet()) { // option to skip browser prompt if you want to use this code in other projects if (!subjectLine){ subjectLine = Browser.inputBox("Mail Merge", "Type or copy/paste the subject line of the Gmail " + "draft message you would like to mail merge with:", Browser.Buttons.OK_CANCEL); if (subjectLine === "cancel" || subjectLine == "")){ // If no subject line, finishes up return; } } // Gets the draft Gmail message to use as a template const emailTemplate = getGmailTemplateFromDrafts_(subjectLine); // Gets the data from the passed sheet const dataRange = sheet.getDataRange(); // Fetches displayed values for each row in the Range HT Andrew Roberts // // @see const data = dataRange.getDisplayValues(); // Assumes row 1 contains our column headings const heads = data.shift(); // Gets the index of the column named 'Email Status' (Assumes header names are unique) // @see const emailSentColIdx = heads.indexOf(EMAIL_SENT_COL); // Converts 2d array into an object array // See // For a pretty version, see const obj = data.map(r => (heads.reduce((o, k, i) => (o[k] = r[i] || '', o), {}))); // Creates an array to record sent emails const out = []; // Loops through all the rows of data obj.forEach(function(row, rowIdx){ // Only sends emails if email_sent cell is blank and not hidden by a filter if (row[EMAIL_SENT_COL] == ''){ try { const msgObj = fillInTemplateFromObject_(emailTemplate.message, row); // See String,String,String,Object) // If you need to send emails with unicode/emoji characters change GmailApp for MailApp // Uncomment advanced parameters as needed (see docs for limitations) GmailApp.sendEmail(row[RECIPIENT_COL], msgObj.subject, msgObj.text, { htmlBody: msgObj.html, // bcc: 'a.bcc@email.com', // cc: 'a.cc@email.com', // from: 'an.alias@email.com', // name: 'name of the sender', // replyTo: 'a.reply@email.com', // noReply: true, // if the email should be sent from a generic no-reply email address (not available to gmail.com users) attachments: emailTemplate.attachments, inlineImages: emailTemplate.inlineImages }); // Edits cell to record email sent date out.push([new Date()]); } catch(e) { // modify cell to record error out.push([e.message]); } } else { out.push([row[EMAIL_SENT_COL]]); } }); // Updates the sheet with new data sheet.getRange(2, emailSentColIdx+1, out.length).setValues(out); /** * Get a Gmail draft message by matching the subject line. * @param {string} subject_line to search for draft message * @return {object} containing the subject, plain and html message body and attachments */ function getGmailTemplateFromDrafts_(subject_line){ try { // get drafts const drafts = GmailApp.getDrafts(); // filter the drafts that match subject line const draft = drafts.filter(subjectFilter_(subject_line))[0]; // get the message object const msg = draft.getMessage(); // Handles inline images and attachments so they can be included in the merge // Based on // Gets all attachments and inline image attachments const allInlineImages = draft.getMessage().getAttachments({includeInlineImages: true,includeAttachments:false}); const attachments = draft.getMessage().getAttachments({includeInlineImages: false}); const htmlBody = msg.getBody(); // Creates an inline image object with the image name as key // (can't rely on image index as array based on insert order) const img_obj = allInlineImages.reduce((obj, i) => (obj[i.getName()] = i, obj) ,{}); //Regexp searches for all img string positions with cid const imgexp = RegExp('<img.*?>', 'g'); const matches = [...htmlBody.matchAll(imgexp)]; //Initiates the allInlineImages object const inlineImagesObj = {}; // built an inlineImagesObj from inline image matches matches.forEach(match => inlineImagesObj[match[1]] = img_obj[match[2]]); return {message: {subject: subject_line, text: msg.getPlainBody(), html:htmlBody}, attachments: attachments, inlineImages: inlineImagesObj }; } catch(e) { throw new Error("Oops - can't find Gmail draft"); } /** * Filter draft objects with the matching subject linemessage by matching the subject line. * @param {string} subject_line to search for draft message * @return {object} GmailDraft object */ function subjectFilter_(subject_line){ return function(element) { if (element.getMessage().getSubject() === subject_line) { return element; } } } } /** * Fill template string with data object * @see * @param {string} template string containing {{}} markers which are replaced with data * @param {object} data object used to replace {{}} markers * @return {object} message replaced with data */ function fillInTemplateFromObject_(template, data) { // We have two templates one for plain text and the html body // Stringifing the object means we can do a global replace let template_string = JSON.stringify(template); // Token replacement template_string = template_string.replace(/{{[^{}]+}}/g, key => { return escapeData_(data[key.replace(/[{}]+/g, "")] || ""); }); return JSON.parse(template_string); } /** * Escape cell data to make JSON safe * @see * @param {string} str to escape JSON special characters from * @return {string} escaped string */ function escapeData_(str) { return str .replace(/[\\]/g, '\\\\') .replace(/[\"]/g, '\\\"') .replace(/[\v]/g, '\\v') .replace(/[\b]/g, '\\b') .replace(/[\f]/g, '\\f') .replace(/[\]/g, '\') .replace(/[\r]/g, '\\r') .replace(/[\t]/g, '\\t'); };} Modifications You can edit the mail merge automation as much as you'd like to fit your needs.Below are a few optional changes you can make to the source code. The sample code includes a number of additional parameters, currently commented out, that let you control the name of the account the email is sent from, reply to email addresses, as well as Bcc and Cc email addresses. Activate the parameters you want to add by removing the forward slashes // in front of each one. The following sample shows an excerpt from the sendEmails function that activates most of the email parameters: GmailApp.sendEmail(row[RECIPIENT_COL], msgObj.subject, msgObj.text, { htmlBody: msgObj.html, bcc: 'bcc@example.com', cc: 'cc@example.com', from: 'from.alias@example.com', name: 'name of the sender', replyTo: 'reply@example.com', // noReply: true, // if the email should be sent from a generic no-reply email address (not available to gmail.com users)In above sample, the noReply parameter is still commented out because the replyTo parameter is set. If you want to include unicode characters, such as emojis, in your emails, you must update the code to use Mail service instead of Gmail service. In the sample code, update the following line: GmailApp.sendEmail(row[RECIPIENT_COL], msgObj.subject, msgObj.text, { Replace the line with the following code: MailApp.sendEmail(row[RECIPIENT_COL], msgObj.subject, msgObj.text, { The sample was created by Martin Hawksey, Learning Design and Technology Lead atEdinburgh Futures Institute, blogger, and Google Developer Expert. This sample is maintained by Google with the help of Google Developer Experts. Next steps Custom menus in Google WorkspaceExtend Google Sheets Except as otherwise noted, the content of this page is licensed under the Creative Commons Attribution 4.0 License, and code samples are licensed under the Apache 2.0 License. For details, see the Google Developers Site Policies. Java is a registered trademark of Oracle and/or its affiliates. Last updated 2025-07-23 UTC. [[["Easy to understand","easyToUnderstand","thumb-up"],["Solved my problem","solvedMyProblem","thumb-up"],["Other","otherUp","thumb-up"]],[["Missing the information I need","missingTheInformationINeed","thumb-down"],["Too complicated / too many steps","tooComplicatedTooManySteps","thumb-down"],["Out of date","outOfDate","thumb-down"],["Samples / code issue","samplesCodeIssue","thumb-down"],["Other","otherDown","thumb-down"]],["Last updated 2025-07-23 UTC."],[[["This solution automates sending personalized emails from a Gmail draft using data from a Google Sheet."],["It uses placeholders in the draft that correspond to column headers in the sheet to merge data."],["You need a Google Account, a web browser, and a copy of the provided Google Sheet to use this solution."],["To run the automation, create a draft email with placeholders, update the sheet with recipient data, and then run the 'Send Emails' function from the 'Mail Merge' custom menu."]]],["This document details a beginner-level automation project using Google Apps Script to perform a mail merge. Key actions include creating a Gmail draft template with placeholders and a Google Sheet containing recipient data. The script utilizes the Gmail and Spreadsheet services to automatically populate the email template with data from the sheet. Users set up the script by copying a sample spreadsheet, creating a Gmail draft, and running the script via a custom \"Mail Merge\" menu, which sends personalized emails to recipients based on data from Google sheets, and records the send date."]] email mailapp mail-merge google-sheets automation google-apps-script Last updated: February 10, 2025 In this tutorial, I'll teach you how to send personalized emails from Google Sheets using Mail Merge.GoalYou have a list of users and information about them in a Google Sheet. You want to send each of them a personalized email using the information you have about them.For example, the sheet below tells us which newsletter users have signed up for. We want to send each user a confirmation email to let them know that their subscription was successful and that they'll begin receiving their newsletter shortly.A generic email might look like this:Hi there,Thanks for subscribing! You'll begin receiving your newsletter shortly.Cheers,JasonThe above email lacks context (which newsletter etc.) and users might think it is spam. Wouldn't it be better if the email were personalized instead? The email below provides a lot more context and also addresses the recipient by name. It's so much better!Hi Rob,Thank you for subscribing to the Apps Script is awesome newsletter! We'll send you the latest news about Apps Script every week on Monday morning.Cheers,JasonHow does a Mail Merge work?A Mail Merge involves using data from a spreadsheet or a database to create personalized emails or documents. To create a Mail Merge, you need a template that contains placeholders and a spreadsheet containing values to insert into the placeholders.The graphic below shows you how a Mail Merge works. The values from the spreadsheet are "merged with" (ie, inserted into the placeholders in) an email template to create a personalized email.Now, let's create a Mail Merge using Google Sheets and Apps Script! PrerequisitesThis tutorial assumes that:This tutorial is divided into four sectionsCreate a sheet called Data containing email addresses.Create a sheet called Templates that contains the subject and body of the email message.Create an Apps Script to read data from your sheet, perform a Mail Merge and send out emails.Run your script to send emails.function renderTemplate(template, data) { var output = template; var params = template.match(/\{\{(.*?)\}\}/g); params.forEach(function (param) { var propertyName = param.slice(2,-2); //Remove the {{ and the }} output = output.replace(param, data[propertyName] || ""); }); return output;}The string /\{\{(.*?)\}\}/g is called a regular expression. A regular expression is like a pattern and it is used to find all the locations in a piece of text where the pattern occurs. Here, the regular expression is used to find all occurrences of the pattern {{}} in the template. The code template.match(/\{\{(.*?)\}\}/g) returns these occurrences as an array.Then, for each occurrence, we replace the placeholder with the corresponding value from the data object.Here is an example:Consider the email subject template below.var emailSubjectTemplate = "{{First Name}}, thank you for subscribing to {{Newsletter Name}}";The match() method of the string object uses the regular expression to find all occurrences of the pattern {{}} in the template.var params = emailSubjectTemplate.match(/\{\{(.*?)\}\}/g);The params variable will contain an array of these placeholder values.["{{First Name}}", "{{Newsletter Name}}"]Then, each placeholder is replaced with the actual value to create the email subject.params.forEach(function (param) { var propertyName = param.slice(2,-2); //Remove the {{ and the }} output = output.replace(param, data[propertyName] || ""); });Let's say the object data contains the following information about Rob. The contents of data will be: { "First Name": "Rob", "Last Name": "Stewart", "Email": "rob@example.com", "Newsletter Name": "Apps Script is awesome", "Topic": "Apps Script" }The renderTemplate() function will then render the subject template.{{First Name}}, thank you for subscribing to {{Newsletter Name}}The above template will get converted to the subject line below.Rob, thank you for subscribing to Apps Script is awesomeNotice that the placeholders {{First Name}} and {{Newsletter Name}} were replaced by the values "Rob" and "Apps Script is awesome" from the data object. Section 4: Run your script to send emailsTo run your script, choose the sendEmails function from the drop down menu and click the run button.You'll be asked to authorize the script. Once you authorize it, your script will run and emails will be sent. Here is a screenshot of an email that was sent when I ran the script.Future workA Mail Merge is a very powerful concept. There are so many ways for you to apply the underlying concept of merging the data in a sheet with a template in order to personalize content.For example, you could:Create invoices using a template in Google Docs and data in Google Sheets.Create printable address labels to mail holiday cards to your friends and relatives.Create personalized quizzes for your students using a template in Google Docs and a question library in Google Sheets.SummaryIn this tutorial you learned how to send personalized emails using Mail Merge and Google Sheets.A Mail Merge involves using data from a spreadsheet or a database to create personalized emails or documents.To set up a Mail Merge in Google Sheets, you need a spreadsheet containing information and templates that will be populated using this information.You learned how to write an apps script to read information from the sheet, populate templates using this information and send out emails.Thanks for reading. Your feedback helps me create better content DISCLAIMER: This content is provided for educational purposes only. All code, templates, and information should be thoroughly reviewed and tested before use. Use at your own risk. Full Terms of Service apply. Join 1,500+ professionals who are supercharging their productivity with Google Sheets automation Exclusive Google Sheets automation tutorials and hands-on exercises Ready-to-use scripts and templates that transform hours of manual work into seconds Email updates with new automation tips and time-saving workflows By subscribing, you agree to our Privacy Policy and Terms of Service Personalizing emails increases user engagement, and personalizing an email to a single recipient is easy. However, personalizing the message for each recipient can be tricky when sending an email to multiple recipients. This is where mail merge comes in! Mail merge allows you to personalize bulk messages. You send one email to a group, but each recipient will receive a personalized message. This article will discuss how to mail merge with Google Sheets using different methods. Remember that mail merging combines an email template and a data source. Google Sheets is an easy way to store all of your recipient data and its also an easy tool to use for a mail merge. While you can also perform a mail merge directly in Gmail, this article will show you how to perform one directly in Google Sheets. There are three main ways to mail merge with Google Sheets, each with its pros and cons. This section will discuss these three methods. They are: The best way to send mail merge emails with Google Sheets is using an extension. A Google Sheets extension like Mailsuite streamlines the mail merge process, allowing you to send personalized emails to multiple recipients with only a few clicks. Mailsuite also equips you with many advanced features (like email tracking), turning your spreadsheet into a powerful email marketing tool. The steps for using Mailsuite to mail merge with Google Sheets are as follows: Step 1: Get Mailsuite add-on Go to the Google Workspace Marketplace. Then, hit the blue Install button and follow the prompts to add Mailsuite to your Gmail. Step 2: Set up the mail merge After successfully installing mail merge, open the Google Sheet with all of your recipient data. Once all of your data has been added, navigate to Extensions>Mail Merge for Mailtrack>Start a Mailmerge Step 3: Write the template for your mail merge email A window will appear where you can write the subject line and body of your email. Mailsuite automatically imports the existing mail merge fields from the spreadsheet into the list of variables on the right side of the email composing screen. Make sure to personalize your emails with merge tags! Confirm your email address is in the Sending from field and that the number of recipients is correct. Step 4: Send a test email. Once everything in step 3 is complete, click Send preview email. This will send a test email to your own email address. This is an important step because youll be able to see the email as your recipients will see it. Make sure to check for typos and grammar errors, formatting issues, and ensure the merge fields imported the data properly. Step 5: Send your campaign. If youre happy with how the test email looks in your email account, go back to your Google Sheet and click Send campaign. This will send your email to all of your recipients. The Google Mail Merge App Script allows users to create a mail merge with Gmail & Google Sheets to streamline sending personalized messages to a large number of recipients. It involves using the built-in Google App Script in Google Sheets to retrieve data from a spreadsheet and use it to populate a template email. Typically, the script loops through each row in a Google Sheet to extract relevant data for each recipient and uses this to customize the email content for that recipient. The steps for using Googles Mail Merge App Script to mail merge using Google Sheets are as follows: Step 1: Set up your Apps Script to automate Gmail mail merge There are two ways to set up your script manually and using a Google shortcut. The manual method requires manually writing a Javascript script to automate the mail merge function. It starts with creating a Google Sheets spreadsheet containing recipients information for your email. Each row in the spreadsheet should represent a recipient, and each column should hold the recipients unique data you want to include in your personalized email (such as first name, last name, email address, and date of signup). Next, open the built-in Google App Script editor by clicking Extensions followed by Apps Script. Then, write your script into the editor. Understandably, writing a Javascript script to automate mail merge is not for everyone, as the majority of email marketers are not developers. So, Google provides a shortcut, allowing users to download a sample spreadsheet with a pre-written mail merge app script. If youre not a developer, go with this shortcut and use Googles Mail Merge App Script to send personalized emails at once to multiple recipients. To do this, download a copy of the mail merge Gmail-Google Sheets sample spreadsheet. Below is the sample spreadsheet: Modify the spreadsheet with your recipients data. Add recipients in rows. Update the email address column with your recipients addresses. Edit columns to customize the data you want to include in your email and remove any unnecessary columns. Step 2: Create an email template After setting up your script for your spreadsheet, you should draft the email you want to send. Open your Gmail account and click Compose. Type your template text into the compose window and include placeholders in the text where you want to add recipients data. Placeholder text should correspond with column headers in the spreadsheet and be enclosed by brackets, e.g., {{First Name}}. Step 3: Run the Script After setting up your script and spreadsheet and creating your mail merge template, the next thing is to run the script. To do this, open your spreadsheet, click Mail Merge, and then Send Emails. Authorize the script when prompted. If the Google hasnt verified this App window appears, click Advanced > Go to Gmail/Sheets mail merge (unsafe). Then, click Allow to allow Gmail/Sheets mail merge access to your Google Account. Go back to your spreadsheet and click Mail Merge > Send Email. In the pop-up window, paste the subject line of your email template and click OK. Gmail will automatically send the email to your recipients, extracting data from the spreadsheet to personalize the email for each recipient. Googles Mail Merge spreadsheet has several advanced features you can unlock to supercharge your mass mailing campaigns too. These include: CC and BCC fields: This feature allows you to add someone (like a coworker or business partner) in the CC or BCC field of your mail merge emails so they can confirm you sent them. You dont need to add your mail merge recipients in the BCC field though since each email will be sent individually to them.. Send From email address: This feature allows you to enter the email address that recipients will see as the senders email address when they get your email. Name of Sender: This feature allows you to enter the name that recipients will see as the senders name when they get your email. Reply To email address: This feature adds a specific email address to your emails that recipients can reply to. No Reply: This feature sends your emails from a generic no-reply email address that recipients cannot reply to. To unlock these advanced features of Googles Mail Merge spreadsheet, do the following: Step 1: Open the built-in Google App Script editor Open your spreadsheet, click Extensions, and then click Apps Script. Step 2: Find the advanced parameters. In the App Script editor, scroll down to the Uncomment advanced parameters as needed line. Step 3: Uncomment advanced parameters The advanced features are deactivated by //, as that designates them as comments. To activate any of the advanced features, remove the forward slashes and enter valid data. For example, to activate the Reply To feature, remove the forward slashes in the Reply To line and enter a valid email address to which you want recipients to send their replies. Even if you use Outlook, you can still perform a Google Sheets Mail Merge with Gmail. Both Gmail and Outlook can perform mail merges (even mail merges with attachments), but Gmail tends to be the easier platform to use. The process involves adding your Outlook account to your Gmail as an alias. This enables the Gmail Mail Merge add-on to send emails through your Outlook account. The steps for doing this are: Step 1: Generate an app password for Outlook Log in to your Outlook account. Choose the Advanced security option. Scroll down to the App passwords section and click Create a new app password. Copy the password revealed in the next pop-up, and click Done. Step 2: Add your Outlook account to Gmail Log in to your Gmail account. Click on the gear settings icon and then See all settings. In the settings window, switch to the Account and Imports tab. Scroll down to the Send mail as section and click Add another email address. Enter your Outlook email address into the new window that pops up and click Next Steps. On the next pop-up, paste the password generated in step 1. Then, click Add Account. Gmail will email a verification code to your Outlook email address. Sign in to your Outlook account, copy the code, and paste it into the verification box. Your Outlook account will automatically be added as an alias to your Gmail account. Step 3: Change Email Sender in Mail Merge Open your Google Sheets data file and click the Mail Merge icon in the sidebar. In the Configure section, click Senders Email and choose the Outlook email address you added as an alias to your Gmail. You can then send Google Sheets merge emails on behalf of your Outlook account. The good thing is that you only need to connect your Outlook account one time. While its possible to send a mail merge in Outlook, thats a more complicated process and involves Outlook, Microsoft Word, and Microsoft Excel. If youre an Outlook user, this is the most efficient method. To determine which of the three main methods of mail merging with Google Sheets is right for you, you only need to see how they compare against each other. Tool/FeatureEase of UseCustomizationTracking FeaturesPricingGoogles Mail Merge App ScriptModeratePoorNoneFreeOutlook with Google SheetsDifficultPoorNoneFreeMail Merge Extension (Mailsuite)EasyGreatAdvancedCheap Using Mailsuite to mail merge with Google Sheets comes out on top, as it makes the mail merge process easy, offers good customization options, has advanced tracking features, and is relatively inexpensive. While Googles Mail Merge App Script and connecting Outlook to Google Sheets are free, these methods are not straightforward and dont always work correctly, offer poor customization, and do not provide any email tracking. With the Mailsuite extension, you do not need to set up a script (as with Googles Mail Merge App Script) or add an alias to Gmail (as with Outlook and Google Sheets). Mail merging is simple and requires only a few extra steps. Importantly, Mailsuite comes with advanced email marketing features, including email tracking. With email tracking, you can know when recipients read your emails and click your links. This helps you measure the effectiveness of your campaign and craft more relevant follow-up communication. For example, when you know that a recipient read your email and clicked your link, your next email to them would differ from a follow-up to another who hasnt read your email. Mail merging helps you send personalized emails to multiple recipients at once. You send out one email, but each of your numerous recipients gets a personalized message. This can increase user engagement (like open rate and clickthrough rate, leading to more successful campaigns. This article discusses the three main methods of mail merging with Google Sheets: using Googles Mail Merge App Script, connecting Outlook to Google Sheets, and using an extension to merge mail with Google Sheets. The best of the three methods is to use an extension to mail merge with Google Sheets, as it streamlines the process and supercharges advanced features like email tracking. There is no better Google extension to mail merge with Google Sheets than Mailsuite. The effective extension makes mail merging using Google Sheets easy. Plus, it offers superior email tracking ability and many other email marketing features. To help you start mail merging like a Pro, read our other articles about the topic: Step by Step: Excel to Word Mail Merge Mastery Mail Merge PDF: Send Emails with a PDF Attachment Effortless Outreach: How to Do Mail Merge Using Google Docs How to Use the New Mail Merge in Pages (Ultimate Guide) Simply put, mail merge is an emailing feature that lets you send personalized mass emails using data stored in a Google Sheet. Each email can contain unique information from the spreadsheet. Without mail merge, sending personalized mass emails would be impossible. Youd have to manually craft each email with each recipients personalized data. Thus, emailing 100 recipients will require crafting 100 emails, which will make mass emailing take forever. Thankfully, mail merge automates the process of sending personalized mass emails by allowing you to send one email to many recipients, each of whom receives a personalized message. Mail merge does this by connecting an email template with a data source (such as a spreadsheet) that has all of your recipient data. The email template contains the message you want to send along with placeholders for recipients unique data, like first name and last name. Mail merging pulls each recipients data from the spreadsheet and inserts it into the appropriate placeholder in the template, thereby creating personalized messages for each recipient. There are many reasons you may need to use mail merge in business communication. These include: Sending personalized emails to customers for special promotions Sending mail merge documents like invoices with personalized details to clients Sending personalized sales emails to prospects based on their interests (like the specific product they viewed) Sending personalized renewal reminders to customers (with details about their individual subscription status and how to renew) You need to use a Google Sheets add-on like Mail Merge for Google Sheets by Mailtrack. Install the add-on, prepare your Google Sheet with the necessary data (such as email addresses and personalized content), and simply follow the add-on instructions to create and send mail merge emails. Customize your email content by using placeholders in your email template that correspond to column headers in your Google Sheet. For example, use {{FirstName}} in your email template, and the add-on will replace it with the actual names from the corresponding column in the sheet. Yes, some Mail Merge add-ons like Mailsuite offer email tracking features. With Mailsuite, you can track opens, clicks, and other engagement metrics, providing you with insights on how recipients interact with your emails. Categories: Email Like a Pro Want to send out multiple emails with personalized text, but with minimum effort? Do a Mail Merge.Mail merge has been around for quite a while, dating back to as early as 1980. Its a feature that is offered by most word processing and spreadsheet software.Unfortunately, un

all rows or afiltered set of rowsAutomated email follow-upsAdding links, images, and file attachments to your mail merged emailsAn email sending limit of up to 10,000 emails (which is much higher than what is allowed by Gmail or Google Workspace).Detailed delivery reports (including open, click, reply and bounce rates)Provision to include suppression listsNote that this is not the only mail merge extension available for Google Sheets in Google Chrome. Other extensions include Mail Merge for Gmail and Myriab Hubamong others. However, the GMass extension is the more versatile option among the options available.Using Mail Merge for Google Sheets to Create Mailing LabelsAs we mentioned before, the applications of mail merge are not just limited to sending letters and emails. It can also be used to create mailing labels, invoices, and more. One Google add-on that specifically caters to using mail merge for label making is the Avery Label Merge add-on. Heres how to mail merge from Google Sheets with this add-on and create mailing labels.When you install this add-on, it automatically adds a menu item to Google Docs, allowing you to connect your documents to spreadsheets from Google Sheets.The add-on can be used to mail merge envelopes, QR codes, and barcodes, besides labels. The mail-merge process is simple:Open the Google Sheet that has all the data you need in your mail merge labels.Open a Google Document and navigate to Add-ons-> Avery Label Merge->Start.This opens an Avery Label Mergesidebar on the right of your browser window.You should also see a set of mail merge instructions on the left side, along with a label template:Follow the instructions to start the mail merge.You should see a confirmation message informing you that the document has been created.Click on the Google Documentlink to take a look.You should see a new Google Document containing all the mail merge address labels printed in your selected pattern.You can now go ahead and print these labels, or do whatever you need to.Frequently Asked QuestionsCan You Mail Merge in Google Sheets?Yes, although there are no menu options native to Google Sheets for performing a mail merge, there are apps scripts, add-ons, and Chrome extensions available to mail merge using Google Sheets.Can You Mail Merge From Google Sheets to Word?You cannot directly mail merge from Google Sheets to Word, but you can always download your Google Sheets worksheet as a .xlsfile and then use it to Mail merge in Word.How Do I Mail Merge Labels From Google Sheets?There are three ways to do a Mail Merge in Google Sheets using an Apps Script, using an add-on, and using a Chrome extension. We have discussed all these methods at length in this tutorial.Can You Make Labels From Google Sheets?Yes, you can make labels using an add-on like Avery Label Merge. We have discussed how you can do that in this tutorial.Can You Schedule Mail Sending After a Mail Merge Extension?Yes, most of the mail merge sheets extensions contain an option for scheduling the emails. Usually, its an obvious option before sending.How Many Email Messages Can You Send Per Day?Gmail has a limit of 500 emails a day, but Gsuite subscriptions have a limit of around 2000.How Do I Mail Merge From Google Docs to Google Sheets?You cant mail merge between the two, only mail merge Gmail with Google Sheets or Google Docs individually.Is Mail Merge in Google Sheets Free?It is not an in-built feature, but there are plenty of free extensions that can do it. Or, you can enter Google Apps Script to do it for free.ConclusionIn this tutorial, we covered three ways to perform a mail merge in Google Sheets spreadsheets. This included some of our recommended Google Sheets add-ons and Google Chrome extensions to perform mail merge.We hope you found the tutorial and our recommendations useful.Related Reading: Have you ever found yourself sending out a bunch of similar emails and thought, "There has to be a better way"? Well, you're in luck because there is! Mail merge is a nifty little feature that can save you tons of time by automating the process of sending personalized emails to a large list of recipients. If you're using Google Sheets and want to learn how to enable this feature, you've come to the right place. In this article, we'll walk you through everything you need to know about setting up a mail merge using Google Sheets. From understanding the basics to diving into practical examples, we'll cover each step in detail. By the end, you'll wonder how you ever managed without it!Build dashboards & reports in seconds with the best AI spreadsheet. Bricks makes creating dashboards, reports, and charts a breeze. Try it free Before we get started with the technical stuff, let's talk about what mail merge actually is. Simply put, mail merge is a process that allows you to create a batch of personalized documents or emails using data from a spreadsheet. Imagine you have a list of names and email addresses in Google Sheets, and you want to send a customized email to each person with their name in the greeting. Instead of manually typing out each email, mail merge automates this process. You can think of it as a personal assistant that handles all the tedious work for you. Mail merge is particularly useful for things like: Sending newsletters to subscribers Distributing invitations to events Following up with clients or customers Sending out promotional offers Essentially, if you need to send a large number of similar emails, mail merge is a time-saver you wont want to miss. Now that we've covered the basics, let's get into the nitty-gritty of preparing your Google Sheet for mail merge. This step is crucial because the quality of your data will directly affect the outcome of your mail merge. Start by organizing your data into a neat and tidy spreadsheet. Heres what you should do: Headers: Ensure that your first row contains headers for each column. These headers will be used as placeholders in your email template. Common headers include Name, Email, Company, and so on. Data Accuracy: Double-check your data for any typos or missing information. The more accurate your data, the smoother your mail merge will be. Consistent Formatting: Keep your data formatting consistent. For instance, if you're using dates, stick to one format throughout (e.g., MM/DD/YYYY). Once your Google Sheet is ready, you can move on to the next step: setting up an email template.Bricks is an AI-first spreadsheet that makes creating dashboards, reports, and analyzing your data a breeze. Import your data, describe what you want, and improve it by asking for changes.GET STARTED FOR FREEWith your Google Sheet prepped and polished, it's time to create the email template that will be sent out during the mail merge. You can use Gmail for this part, and here's how you do it: Open Gmail: Log in to your Gmail account. Create a Draft: Start a new email and save it as a draft. This draft will serve as your template. Insert Placeholders: In your draft, insert placeholders where you want personalized information from your Google Sheet to appear. For instance, you might write "Hello {{Name}}," where {{Name}} will be replaced with the actual names from your sheet. Save Your Draft: Make sure to save your draft. Youll need it later when you perform the mail merge. Remember, the placeholders in your email template must match the headers in your Google Sheet. This ensures the right data gets inserted into the right spots. Google Sheets doesnt have a built-in mail merge feature, but dont worry; you can easily enable it using an add-on. There are several add-ons available, but one of the most popular is Yet Another Mail Merge (YAMM). Let's walk through how to install it: Open Google Sheets: Go to your Google Sheet. Access Add-Ons: Click on Add-ons in the top menu, then select Get add-ons. Search for YAMM: In the G Suite Marketplace, search for Yet Another Mail Merge. Install: Click on the YAMM add-on and then click Install. Follow the prompts to authorize and complete the installation. Once installed, YAMM will appear under the Add-ons menu. It's now ready to help you streamline your mail merge process. With your add-on installed, you're just a few clicks away from running your first mail merge. Let's put everything together: Open YAMM: Go to Add-ons in your Google Sheet, hover over Yet Another Mail Merge, and click on Start Mail Merge. Select Your Draft: YAMM will prompt you to select the Gmail draft you created earlier. Pick the correct draft from the list. Choose Recipients: YAMM will automatically detect the Email column from your sheet. Confirm that it's correct. Personalize: YAMM will match the placeholders in your email draft with the headers in your sheet. Ensure everything lines up. Send: Once you're satisfied, click Send emails. YAMM will take care of the rest, sending out personalized emails to each recipient on your list. And just like that, you've completed your first mail merge! It's really that simple once you get the hang of it. Now that you've mastered the basics, here are some pro tips to make sure your mail merge goes off without a hitch: Test First: Before sending out your entire list, do a test run with a small group of recipients. This helps catch any errors in your email template or data. Monitor Responses: Keep an eye on replies and engagement. This can give you valuable insights into how your audience is reacting to your emails. Stay Organized: Regularly update and clean your contact list to maintain data accuracy. This will make future mail merges even easier. Following these tips will help ensure your mail merge is as effective and efficient as possible.Even with the best preparation, things can sometimes go awry. Here are a few common issues you might encounter during a mail merge and how to fix them: Missing Data: If certain fields are missing data, double-check your Google Sheet for any blank cells or incorrect headers. Wrong Placeholders: If placeholders aren't being replaced correctly, ensure they match the headers in your Google Sheet exactly. Sending Errors: If emails aren't sending, check your Gmail account for any limitations or restrictions that might be in place. Being aware of these potential hiccups can help you troubleshoot quickly and keep your mail merge running smoothly. Once youre comfortable with the basics of mail merge, you might want to explore some of the more advanced features that add-ons like YAMM offer. For example: Tracking: YAMM allows you to track email opens and clicks, providing valuable data on your campaign's success. Scheduling: You can schedule your emails to be sent at a later time, which is handy if youre trying to reach recipients in different time zones. Conditional Formatting: Use conditional formatting in your Google Sheet to highlight important data, making it easier to spot trends and patterns. These features can give you extra control and insight into your email campaigns, helping you optimize your efforts.Bricks makes it easy to analyze data, create dashboards and reports, and get insights from your spreadsheet data.SIGN UP for freeWhile YAMM is a popular choice, it's not the only mail merge add-on for Google Sheets. Here are a few alternatives you might consider: Mailmeteor: Known for its simplicity and privacy-focused features, Mailmeteor is a solid choice for those who prioritize data security. Gmass: Gmass offers robust features like email tracking and scheduling, making it a good option for power users. Mail Merge with Attachments: If you need to send attachments along with your emails, this add-on could be a great fit. Each of these tools has its own strengths, so its worth exploring a few to see which one best suits your needs. So there you have it! We've covered everything from the basics of mail merge to more advanced features and troubleshooting tips. By using Google Sheets and an add-on like YAMM, you can save time and effort while sending personalized emails to your contacts. And if you're looking for a tool that goes beyond just mail merge, consider exploring Bricks. With Bricks, you can integrate spreadsheets, documents, and presentations into one seamless platform. Plus, with AI at its core, Bricks can handle everything from writing formulas to creating visuals like dashboards and reports. It's all about making your workflow as efficient and effective as possible.header-1-2header-2-2header-1-4header-2-4header-3-4header-4-4header-1-6header-2-6header-1-8header-2-8Bricks is the AI-first dashboard and reporting tool for spreadsheet data. Create charts, graphs, and analyze your data in seconds - no data analyst needed.Create your first reportWatch this quick tutorial or follow the step-by-step instructions below to find out how to mail merge from Google Sheets to emails.The Mail Merge add-on is free to install, works from four Google Workspace apps, benefits from free 24/7 support, and it is packed with useful features that make mail merging easy. All of this means that Mail Merge is the best mail merge add-on available.The steps below detail:How to create a mail merge from Google Sheets to Gmail templateHow to mail merge from Google Sheets for freeHow to email mail merge to Gmail for freeHow to mail merge from Google Sheets to Gmail for freeOpen the Google Sheets data file from which you want to mail merge to email.Make sure the first row in your sheet contains column names (Name, Address, Email, etc.). These column names are used as *|merge fields|* in your Google spreadsheet mail merge template.To be able to mail merge to Gmail, you need to have at least one row of data under your column names.You can import your Google Contacts into a Google Sheet by following the steps in this article.Start Mail Merge add-on by clicking on Extensions > Mail Merge > Start to open the Mail Merge dialog box.Click on New under Body Template.You can add multiple templates and they can be shared across different sheets inside your file.Type your Google Sheets mail merge template and a name it.This serves as the basis for your online mail merge to emails.Insert *|merge fields|* into your Google Sheets mail merge template by clicking in the desired location within the template, selecting a field from the Merge Field drop-down menu, and clicking on Add.Repeat this step for all required *|merge fields|*.*|Merge fields|* are the column names found in the first row of data in your Google sheet. You can change the (font, color, size, etc.) of the *|merge fields|* in your Google Sheets mail merge template in the same way you would regular text. You can further customize your template by adding images, file attachments and hyperlinks.Click on Save when you have finished editing your Google Sheets mail merge template.Select your template from the Body Template drop-down menu.At this point, you have three options:A. Merge Emails: This mail merges to Gmail and send all of your emails straight away.B. Merge to Drafts: This mail merges to Gmail's draft folder and give you the opportunity to check and edit your mail merge before you send it.C. Send Test: This gives you a good idea of how your mail merge appears to recipients, before sending emails. It merges the first row of data in your sheet (that is row 2 since row 1 only contains column headers).Select one of the three options above to start the mail merge to Gmail process.Why the Quicklution Mail Merge add-on is the best mail merge for Google Docs:Easy mail merge installation and free mail merge for your first 20 mergesFree mail merge online support for both free and premium customers, including 24/7 fast remote support, how to mail merge help and FAQs, and video tutorialsTrusted by millions of customers including Google, Uber, and Tripadvisor, UN, Dropbox, Harvard College, DC.GOV, Wyoming State, Hillingdon London, City of Edminton Whirlpool, and many more.Create a mail merge online using one add-on for Google Docs, Google Sheets, Google Slides, and Google Forms, and enjoy seamless integration with Gmail and Google DriveEasy mail merge from Google apps to emails, letters, envelopes, certificates, and PDF files (anytime and anywhere using your favorite web browser and operating system)Create your mail merge to emails with images, QR codes, barcodes, hyperlinks, file link attachments, or personalized PDF attachmentsFree mail merge to Gmail at scheduled times, automatically on a Google form submit, on behalf of someone else, or over SMTPManaging your online mail merge is easy with useful tools such as filtering and tracking rows to mergeCheck out the other add-ons of Quicklution for Google Workspace, including Avery Label Merge add-on.Lets walk you through how to set up a mail merge with Google Sheets.This article will break down all the steps in the process, the right tools to use, best practices for mail merge, and other recommendations.Specifically, we walk you through all the details (pictures included!) of two methods of Google Sheets mail merge, and by the end of reading this article you will be confidently able to send your mail merge emails with Google Sheets.Using Google Sheets and some widely-available add-ons, you can send personalized emails at scale, with each individual recipient receiving a unique email tailored to them. This can save you a ton of time compared to the alternative, of having to manually copy, paste, edit, and send emails to all of your contacts in an email campaign.Whether you are looking to use mail merge to email your existing contacts or do cold outreach campaigns, Google Sheets can help.Here is what you will need to make this all happen:Google Sheets and Gmail either through the free Gmail option (which is for individuals) or Google Workspace (also known as G-Suite, a paid option for businesses)*A third-party mail merge add-on for Google Sheets (which we will discuss)A spreadsheet list of contactsAn email template*There is also another alternative method to do this that we will touch on further belowNext, we will walk you through each of these to get you set up.To be able to use Google Sheets, you will need a Google account.If you are going to be sending your emails from an individual email address (e.g. @gmail.com), you can get a free Gmail account by signing up here.If you are going to be sending your emails on behalf of a business email address (e.g. @your-domain.com), you can get a paid Google Workspace plan starting at $6/month from Google Workspace here.Once you are all set, now you have access to Googles suite of tools including Google Docs (similar to Microsoft Word), Google Sheets (similar to Microsoft Excel mail merge), and Gmail (similar to Microsoft Outlook).But, specifically for this mail merge, you will only need at a minimumTo do a proper mail merge with Googles tools, we will next need to create a Google Sheet that has a list of all the contacts you want to email, along with any information you want to include specifically for each contact.Now, open Google Sheets.If you already have a contact list, great, you can either copy-paste your data from one sheet to this one. Or, you can import your file whether its a CSV, Excel, or something else, and it can open in Google Sheets. Once you import that file or create the Sheet, it will automatically be saved to your Google Drive.The first row of your Google Sheet is called your header row, which might also be referred to as your column names or column headings but they all mean the same thing. Each of the fields in your header row should be the names of the fields that you want to merge.For some examples:Email AddressFirst NameCompany NameWebsite URLYou can have as many additional columns as you want to include. There is no limit. Just make sure that you have one column that contains the recipients email address.Next, every row after that first header row should contain your actual data.Each row should be specific for each contact.So, Row 2 would have the Email / First Name / Company Name (etc.) for one contact. Row 3 would have all of these data points for another contact, and so on.Fill out your Google Sheet with all your data and the fields you want to include.Next, we will need to get our add-on that can make this mail merge possible.Google Sheets does not natively have the ability to do mail merge, so we need a third-party tool.There are a few different options for add-ons that do mail merge, including:GmassMailmeteorYAMM (yet another mail merge)But, they all work pretty similar.They let you take your Google Sheets data, drop that into Gmail emails, and send those emails out.In this example, lets use YAMM (though, like I mentioned before, they all work pretty similar and have some similar features / functionality).In Google Sheets, you will go to the Extensions drop-down menu and then click Add-Ons > Get Add-OnsThen, search for Yet Another Mail Merge and install it.Now, we need an email template to use the merge fields with so we can send our emails.So, here is what well doGo to Gmail.Then, create an email draft.For this email, you will need to add placeholder merge fields that we can use with our Google Sheet.Write your email draft, and for the placeholder merge fields, I would recommend making their field names identical to your column names in your Google Sheet because it will be easier to sort out later.For the formatting, I would make sure that the placeholder fields are in curly brackets. For example:Hey {{First Name}},I checked out your website, {{URL}}, and I thought of a way that {{Company Name}} can better convert your website visitors.Can I share it with you?Best regards,AndyEach of the fields in the double curly brackets represents a merge field that will have data from the spreadsheet inserted unique to each recipient.Once you are happy with the email template, its time to run the mail merge!To run the mail merge, go to your Google Sheets.Click the Extensions drop-down menu, go down to Yet Another Mail Merge, and click the button to run the mail merge.If you have not done so yet, you will need to authorize YAMM to access your Gmail, edit emails and send them on your behalf, etc.Click Allow.Next, you will need to map your columns.After that, we need to configure the mail merge.Fields here include:Send FromThis is your email sender, which should correspond to your email address.Sheet FilterThis optional feature lets you set filters up so that if you want to exclude certain rows based on certain conditions.To configure a sheet filter, you will need to go into your sheet, click the Filter button in Google Sheets, and then set your filter parameters.After you set that up, YAMM will let you know that you will be sending to only the filtered contacts.Reply-to AddressIf you want your reply emails to go somewhere other than your Gmail (e.g. a CRM like Pipedrive or Salesforce or Hubspot) you can set that here.Personalized AttachmentsIf you want to include attachment files specific for each contact, you can do that as well.You will just need to set a column field for your mail merge that contains the files you want to include.Unsubscribe LinkThis option lets you add an unsubscribe link to the bottom of your emails so that if people do not want you to follow-up with them, you will remove them from your contacts. There are pros and cons to an unsubscribe link. Pro: it lets people easily unsubscribe. Con: I think that having an unsubscribe link makes you look a bit spammy. Personal emails dont have an unsubscribe link.To add the unsubscribe link, you will need to have a link to this address in your email somewhere: make sure that in your mail merge setup with YAMM you have tracking enabledWhen you are ready to go, you can hit Send and the emails will send.Or, if you have a premium version, you can schedule your emails.Then, the mail merge will work its magic, and Google Sheets and Gmail will send out the unique emails to all your recipients.But, there is also another way to go about this with Google Sheets, by using App Script.As mentioned earlier, there is another method to do a mail merge with a Google Sheet that does not involve a third-party extension / add-on.At first, when I was looking into it, I was afraid that I would need some technical skill to make it happen because the idea of using Apps script conjures images of technical knowledge, code, and technology I dont understand which scares me personally.But, after doing it, I can confidently say its pretty easy to do.Here is what the process will entail:Copy a template Google Sheet to your Google Drive account (provided below)Edit the Google Sheet to include all your recipients with their unique merge fields that you want to includeCreate an email template in Gmail with merge fields setRun the scriptFirst, go here and click the button to Make a Copy of the Google Sheets template they provide.Next, you will need to edit that Google Sheet template.Feel free to add as many columns as you want.Each column should have a column header / header row (i.e. the first row in your sheet) that describes the values that are in the column (e.g. First Name, Last Name, Email Address, etc.).Now you can go to Gmail and create an email template that you want to use with the data from your Google Sheet.Very important: to ensure that the data from your Google Sheet merges properly to your email template, you must make it so your merge fields have curly brackets for example {{First Name}} and these merge fields should correspond exactly to the names of the column header in your Google Sheet.So, to clarify if you have a column in your Google Sheet thats First Name and you want the values in that column to map to a field in your email for someones first name, your Gmail merge field should be {{First Name}}.Copy the subject line of your email draft.Next, go back to the Google Sheet.Click the Mail Merge drop-down menu and then Send Emails.You may need to refresh the page or give the mail merge permission to run.You may get a warning that this app is unverified / unsafe because the app has not been verified by Google. But, in the message prompt, you can click Advanced and then proceed.It will then let you know that you are allowing the script to send emails as you and edit / access your Google Sheet, which is exactly what we want it to do.Once authorized, you will need to go back into the Google Sheet, go to the Mail Merge drop-down menu and then click Send Emails again.At this point, you will need to paste in your email subject line.At the very end of the process, your Google Sheet will update with the last column letting you know that the emails have sent.If you want, you can go into the Script Editor and make some tweaks to the script. Theres documentation about it along with some sample code in case you want to make specific edits to the script. But, you might just not want to touch it because you dont want to break anything (this is my move).If you are looking to send a lot of emails to your lists of contacts, Gmail and Google Sheets may or may not be the right solution for you depending on what you want to achieve.So, here are the pros and cons:Google Sheets and Gmail are free, or, if you have paid accounts, as little as $6 per month.Thats hard to beat for sending mail merge emails.Also, once you are all set up, the process is easy to repeat.Overall, compared to doing the emails manually, using Google Sheets will save you a ton of time.Not good for cold emailingNo email verificationDaily email limit for sendingIf you are trying to do email mail merge, there is no ability to track open rates/ clicks / and all of those details that might be importantSetting complex campaigns is not possibleIf you are doing email with a Gmail mail merge, you cant do follow-up emailsNo spam controlNo options to schedule emailsHave to pay for a separate CRM tool if you want to manage all of your conversationsThe biggest drawbacks to using Google Sheets for mail merge is that this is not really meant for cold email / outreach emails.Google does not want you sending hundreds of cold emails. In fact, Google can suspend your account if it catches you doing that, which could be devastating if you are using the email address for your regular email correspondence. There is a daily email quota with Gmail, so if you want to send a lot of emails, this might not be right for you.Also, with cold emailing, you might get marked as spam by some of your contacts. With Gmail, there are no spam control measures in place. So, your regular emails can end up going to peoples spam folders. Not great.With Google Sheets mail merge, you also dont have the ability to send automatic follow-up emails or automated email sequences. Thats just not possible.Meanwhile, with an email outreach tool, you can send each of your contacts a series of personalized emails, and then stop the sequence when they reply to one of your emails.The Google Sheets mail merge also doesnt have a way to track your email opens, clicks, and replies to give you a report or feedback on how your outreach campaigns are going.For sending limits, Gmail will ration you to about 50-100 emails per day. If you want to do mass emails / bulk emails, this email sending limit is not ideal.Setting a schedule to send your emails at a specific scheduled time is also not possible with Google Sheets.And, email verificationIf you have an email list, some of the emails you send to might bounce. More bounced emails means an increased likelihood you get to spam folders. So, having a tool that cleans your email list so your emails reach your contacts, have good deliverability, and your main everyday email account does not wind up on an email suppression list, is important.As mentioned above, while Google Sheets can be easy to do mail merge, its not ideal for cold email campaigns.Using a cold email outreach tool can let you:Create email sequences with multiple emails to each contact that is unique for the recipientStop the email campaigns when you get a replySend more emails than with GmailProvide reports so you can see how your emails are performingSchedule your emails to go out at a specific time and day to ensure a better open / reply rateEnsure your emails have good deliverability to your contacts, and keep you out of spam foldersFor sending mail merge emails, instead of Google Sheets, we recommend Postaga. This way you can easily avoid mail merge and get rid of all the hassles it comes with.Postaga lets you upload your contact list in a CSV file (a common format that any spreadsheet software can export to including Google Sheets).Then, Postaga can verify all of your contacts to ensure your emails will reach a real inbox and not bounce.You can create personalized email templates with merge fields, just like in the Gmail example above.And not only that, you can create multiple email templates and add them to a sequence.When you create an email outreach campaign in Postaga, you can preview how all of your emails will look before they send out.And then you can schedule your emails to go out at whatever time you want, even making sure that none of the emails in your sequence get sent on weekends.Thats all there is to it!What Can You Do With a Google Sheets Mail Merge?With a Google Sheets mail merge, you can more quickly create a personalized email that is unique for many different recipients, saving you a ton of time from otherwise having to do it all manually.What Are the Best Tools for Mail Merge?While Google Sheets and Gmail can be good for creating a one-off mail merge for a group of contacts, they are not really built for sending personalized emails at scale or sending cold emails. For that, we would recommend a dedicated email outreach platform like Postaga, which lets you create and send personalized emails for your contacts (or if you are doing cold email, it will find contacts emails for you).Can Google Sheets Mail Merge Do Cold Email Campaigns?Yes, but not email sequences with multiple emails, or stopping your sequences when you get a reply. Since follow-up emails are important to cold emails, it is not recommended.What Is the Autocrat Add-On, and Can I Use That for Email Mail Merge?As discussed in another article here about using Google Docs for mail merge, AutoCrat is not a great fit for emails it is mainly for using mail merge to create unique Google Docs or PDFs.Can I Remove Duplicate Emails With Mail Merge?Depending on the tool you use yes.I believe that Mailmeteor and Gmass can catch duplicate email addresses. Using an email outreach tool like Postaga will automatically flag duplicate emails, as well as let you know if you have contacted someone at that email address, or even email domain, in the past.Can I Send File Attachments or PDF Files With My Mail Merge?Depends on the tool you use. If you want to send personalized documents / PDF files, you might want to consider our article on Google Docs for Mail Merge.YAMM can let you send a document attachment that is unique to each recipient. Looking for a simple way to create mass personalized emails, letters, labels, or envelopes? In this quick guide, well show you how to do a Google mail merge using Gmail, Docs, Sheets, or Mailmeteor. So that you can streamline your communications, make your recipients feel valued, and save time. Lets face it. Your customers are saturated with generic marketing messages. So today, sending them a Dear customer simply wont cut it. If you want to stand out in crowded inboxes, you need to add a human touch to your mass emails, and make each recipient feel special. Use their name. Mention an interaction they had with your brand. Show them that you care. That you see them. That theyre not just a number. This will 10x the results of your marketing efforts. In fact, according to a Campaign Monitor study, personalized emails achieve an outstanding 29% open rate and 41% click-through rate. But theres one problem. Personalizing a document can be (very) time-consuming. Especially if you dont have the right tools. I mean Who has the time to write 100 emails or letters, and customize them manually, one at a time? Short answer: no one. So, does this mean you should drop the idea of personalizing your emails, letters, envelopes or labels? Definitely not. But instead of doing this tedious work yourself, you use a special process called mail merge to automate this process and save hours of work. A mail merge lets you create personalized documents in bulk by automatically filling in the fields of a template with information from a data source. In this step-by-step guide, well show you how to do a Google mail merge using popular tools, such as Gmail, Google Docs, Sheets, and Mailmeteor. Heres what well cover: Sounds good? Then lets dive in. Does Google have a mail merge tool? Yes. Google has a built-in mail merge tool that lets you send mass personalized emails directly from Gmail. This tool is viable if you just need to do a simple mail merge. But it lacks some key features. You can only add one CC recipient to your mail merge Your default choice of merge fields is (very) limited You cant track the performance of your emails You can only send up to 2,000 emails per day You cant send personalized attachments You cant schedule your mail merge You cant customize images Whats more, to use Gmails native mail merge feature, you need a premium Google Workspace account, such as Workspace Individual, Business Standard, Business Plus, Enterprise Standard, Enterprise Plus, Education Standard, or Education Plus. Lastly, this tool only works in Gmail. Which is a good start. But what if you want to mail merge in Google Sheets? Or in Google Docs? Well, you can do this (and more) using a handy mail merge add-on called Mailmeteor. How to perform a Google mail merge? Mailmeteor is the #1 Google mail merge tool. The app has 6M+ happy users and a 4.9 rating out of 11K+ reviews on the Google Workspace Marketplace. Mailmeteor is also part of the Recommended for Google Workspace program, a Google-curated list of market-leading apps to help you get work done. In this section, well show you 4 ways to mail merge in Google using popular tools such as Gmail, Sheets, Docs, or the Mailmeteor dashboard. In Gmail Mailmeteor recently launched a Gmail extension designed to help you bypass the limitations of Gmails native mail merge feature. You can use this handy tool to create email campaigns in minutes and send mass personalized directly from your Gmail account. Heres how it works. Step 1: Go to the Chrome Web Store and install Mailmeteor for Gmail. Step 2: Click Sign in with Google. Then grant Mailmeteor permission to send emails directly from your Gmail inbox. Step 3: Go to the Campaigns tab. Then click New campaign. Step 4: Click Select recipients. Then copy and paste the email address of your recipients. Or import contacts from a CSV file, a Google Sheets spreadsheet or a Mailmeteor contact list. Step 5: To customize your message, click Insert variable and select the appropriate merge field. Step 6: Once your template email is ready, click Show preview to see what you Google mail merge will look like in your recipients inboxes. Proofread your emails, double-check your merge fields, and hunt for typos. Step 7: All set? Then press Send emails to finish your mail merge. And voil. You can now create a mail merge in Gmail, and send up to 2,000 personalized emails a day using a free add-on called Mailmeteor. Use this technique to create a Google mail merge in minutes. No coding skills required :) In Google Sheets You can mail merge in Google Sheets using App Script. But this method requires advanced technical skills. Fortunately, there is a simple alternative. In this section, well show you how to do a Google mail merge using Sheets and a third-party add-on from the Google Workspace Marketplace. Step 1: Go to the Google Workspace Marketplace and install Mailmeteor for Google Sheets. Step 2: Open Google Sheets and create a new spreadsheet. Then add headers to your columns. Each header represents a variable that you can use to personalize your message. Make sure to include a column named Email. Then fill each column with your recipients data. Step 3: To open Mailmeteor in Google Sheets, go to Extensions > Mailmeteor > New campaign. Step 4: Click Create a new template. Step 5: Compose your email using the Mailmeteor text editor. You can add dynamic content to your email by clicking Insert variable. Use this technique to create highly personalized emails in minutes. Step 6: Once youre done customizing your email, click Show preview to make sure that your emails look perfect. Step 7: Click Send emails. And thats it. Youve successfully completed your Google mail merge using Google Sheets and Mailmeteor. Use this method to send up to 2,000 customized emails a day, save hours of work, and scale your cold outreach. In Google Docs Google Docs is not the best option to send personalized emails in bulk. In most cases, youre better off using Sheets or Gmail. But if you want to mail merge labels, letters, or enveloppes, Google Docs may come in handy. However, this tool doesnt have a native mail merge feature, so well need an add-on. Heres how to mail merge in Google Docs: Step 1: Open Google Docs. Then create a new document. Step 2: Go to Extensions > Add-ons > Get add-ons. Then type Mail merge in the search bar and select a reputable add-on. Step 3: Click Install > Continue. Then give the add-on permission to access your Google Account. Step 4: Create a mail merge template in Google Docs. Need some inspiration? Take a look at our library of 100+ customizable email templates to kickstart your mail merge process Step 5: Navigate to Extensions > Mail Merge > Start. Then select Create Sheet to create your list of recipients, or Open spreadsheet if you already have a contact list. Step 6: Once your data source is ready, click Refresh to sync your Google Docs template with your spreadsheet. Step 7: Customize your template with merge tags. To insert a tag, select a variable under Merge field, click somewhere in your Google Docs, and click Add. Step 8: Click Show Email Settings. Then, under Email To, select the column from your spreadsheet filled with the email addresses of your recipients. Step 9: Choose if you want to merge your document to create emails, letters, labels, or envelopes. Then click Merge and press Yes. All set. Your Google mail merge is complete. Congratulations You can now effortlessly create customized emails, labels, envelopes, or letters in bulk directly from Google Docs. Use this to streamline your communications, boost your productivity, and make your recipients feel unique. In Mailmeteor Last but not least, you can do a Google mail merge directly from the Mailmeteor Dashboard. This is (by far) the easiest way to create personalized emails in bulk and dispatch them. The platform integrates seamlessly with your Google account, allowing you to effortlessly send up to 2,000 emails a day. Step 1: Sign up to Mailmeteor with your Google account (its free!). Step 2: Click New campaign. Step 3: Click Select recipients. Then import your contacts from a CSV file, Google Sheets, or a mailing list. Alternatively, you can copy and paste your recipients email addresses directly in Mailmeteor. Step 4: Craft the subject line of your Google mail merge. Then customize your email template with merge fields such as {{ FirstName }}, {{ event }}, or {{ company }}. You can add as many variables as you want to create highly personalized emails and make your recipients feel special. Need more advanced mail merge features? With Mailmeteor, you can: Include attachments in your Google mail merge (videos, PDFS, images) Track the performance of your mass emails in real-time Send personalized messages from an email alias Mail merge with CC or BCC recipients Schedule automated follow-ups And more! Step 5: Click Show preview to see how your Google mail merge will appear in recipients inboxes. You can use the Previous and Next arrows to review each personalized email. Check content and formatting before sending to make sure your mail merge looks perfect for every recipient. Step 6: Once youre ready, click Send emails to complete your mail merge. And done. Mailmeteor will now handle your Google mail merge automatically. The app will retrieve contact details, replace merge fields with the appropriate data, and send out your personalized emails using your Google account. The best way to mail merge in Google A Google mail merge can help you create personalized documents in bulk, allowing you to streamline your communication process, save hours of work, and build a personal connection with your audience. Google recently implemented a native mail merge feature in Gmail. But this tool is (very) limited. Fortunately, there are other alternatives to mail merge in Google, using a Gmail extension, Sheets, Docs, or the Mailmeteor dashboard. Choose the tool that best suits your workflow: Gmail: Using the Mailmeteor extension, you can supercharge your Gmail inbox and create stunning mail merges in minutes. Use this to send up to 2,000 highly personalized emails a day and scale your outreach. Google Sheets: Ideal for spreadsheet gurus and power users. Coupled with Mailmeteor, this tool offers unparalleled flexibility, allowing you to mail merge with CC and BCC, send individual attachments, track your emails, and more. Google Docs: No native mail merge feature. And not the best app to create email campaigns. But you can install a Google Docs add-on to mail merge letters, envelopes, and labels. No technical skills required. Mailmeteor: Everything you need to create a Google mail merge. The dashboard is super easy to use and gives you access to advanced features, such as email tracking, automation, follow-ups, email verification, and more. Whats next? To get started on your Google mail merge right away, you can create a Mailmeteor account. Our free plan lets you send up to 50 emails a day. No strings attached :) Happy mail merge FAQs Google mail merge Yes, there are free options for your Google mail merges. You can use Gmails built-in mail merge feature. This native tool is free but has limited functionality. Alternatively, you can use Google Sheets with Apps Script. This method is free but requires some coding knowledge. Lastly, you can use a third-party mail merge add-on, such as Mailmeteor. Our free plan lets you send up to 50 emails a day. Can I include attachments in a Google mail merge? Yes, you can mail merge with attachments in Google. Gmails built-in mail merge feature allows you to send attachments to all recipients. However, this method has a limitation: it only sends the same files or documents to every recipient in your mail merge with attachments. For more flexibility, youll need to use a third-party tool like Mailmeteor for Google Sheets. This add-on enables you to customize attachments for each recipient, giving you greater control over your Google mail merge. Using third-party mail merge tools with Google is safe, as long as you opt for a well-known, highly-rated add-on from the Google Workspace Marketplace, such as Mailmeteor. Look for tools that have undergone security audits or have certifications like SOC 2. And carefully read the permissions requested by the add-ons. Make sure they align with the apps functionality and dont ask for unnecessary access. This guide was written by Paul Anthonioz, content editor at Mailmeteor. Mailmeteor is a simple & privacy-focused emailing software. Trusted by millions of users worldwide, it is often considered as the best tool to send newsletters with Gmail. Give us a try and let us know what you think! Save time sending emails with Gmail using Mailmeteor Published in: Mail merge Guide Google Sheets Google Docs Email marketing

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