(e)Mail Merge Using "Yet Another Mail Merge" Add-on
Note: With the free version, the limit is 50 emails per 24 hours

1. Open Google Sheets and create/import data. You will, at a minimum, need the email addresses of those you wish to send an email.

|	A	B	C	D	E
1	Email	Last Name	First Name	Book	Fine
2	123456@calcoisd.org	Smith	Sam	Hatchet	2.25
3	234567@calcoisd.org	Jones	Julie	Junie B Jones	1.5

2. If you haven't already, you'll want to name your spreadsheet. Click *Untitled spreadsheet* (in the upper-left corner) and type in a name.

3. Leave your spreadsheet for a moment (you can either close it or just go to another tab) and go to your Gmail.
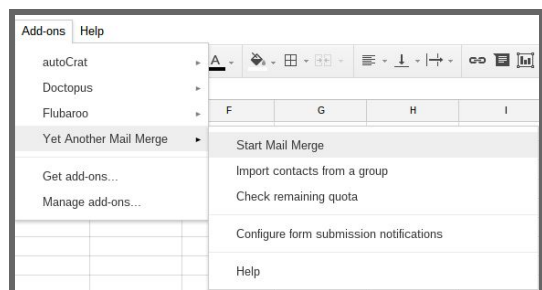
4. In your Gmail, click *Compose* to start a new email.
   - ❏ Leave "To" Blank
   - ❏ Use << >> (2 greater-than and 2 less-than signs) around column heading titles to have Gmail insert that data into the email.
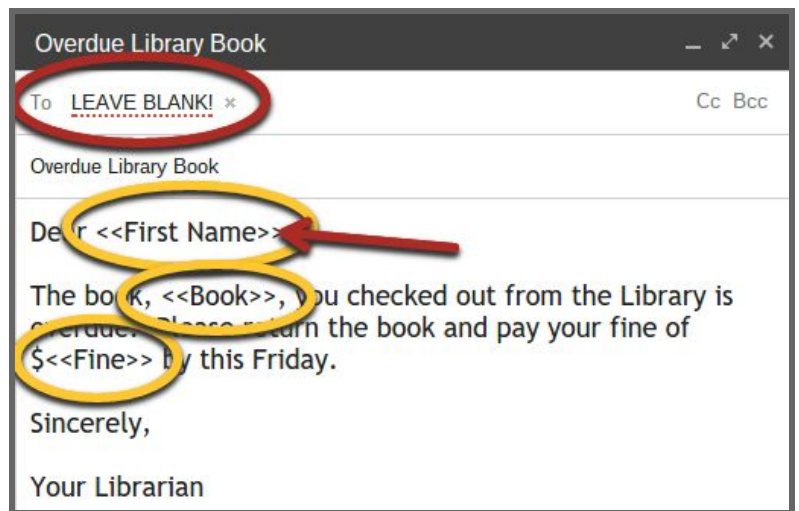
5. Go back to your spreadsheet. Go to Add-ons, choose *Yet Another Mail Merge* and then choose *Start Mail Merge*

6. Click *Skip* (unless you choose to pay to upgrade)

7. In the next box,
   ❏ Click the arrows to choose the email you composed in step 10 (it will be named according to the Subject of the email.
   ❏ Enter your name next to "Sender name"
   ❏ Check box to Track emails opened; optional
   ❏ To test, click *Send me a test email.* You'll get a sample of what the recipients will see.

8. When you're ready to email all recipients, click *Send Emails*

9. Your spreadsheet will now have a "Merge Status" column that will let you know the status of the emails sent.