

mailMerge

- Sending mass mail via Thunderbird with the add-on [Mail Merge](#) (already installed on the terminal servers).
- Database is a CSV File.

Quick Intro

1. Create a receiver list as CSV File
2. Start to write the Mail. As receiver (field **To**) write `{{email}}`.
3. Inside of the 'new mail'-window,
 - click on menu: `File > Mail Merge`.
 - Choose: **Personal Mail**
 - Deliver Mode: **Send Later**
 - Format: **Plain Text**
 - **Browse** and select the CSV File (step 1) with all the receiver email addresses.
 - Click **OK**.
 - The 'new mail' window disappears.
 - All mails will be generated and copied to `Local Folders > Outbox`. Here you can check the mails.
 - To send all mails, click on `File > Send unsent messages`
4. You'll find a copy of each mail in your send folder.

Detailed description

CSV file with receiver email addresses

- Create a CSV file (plain text file with "," as field separation). One line for each receiver.
- Use a generic Texteditor like `gedit` or `nedit`.
- Format Rules:

records are separated by line breaks (`\r`, `\n`, `\r\n`)

fields are separated by field delimiters (comma, semicolon, colon, tab)

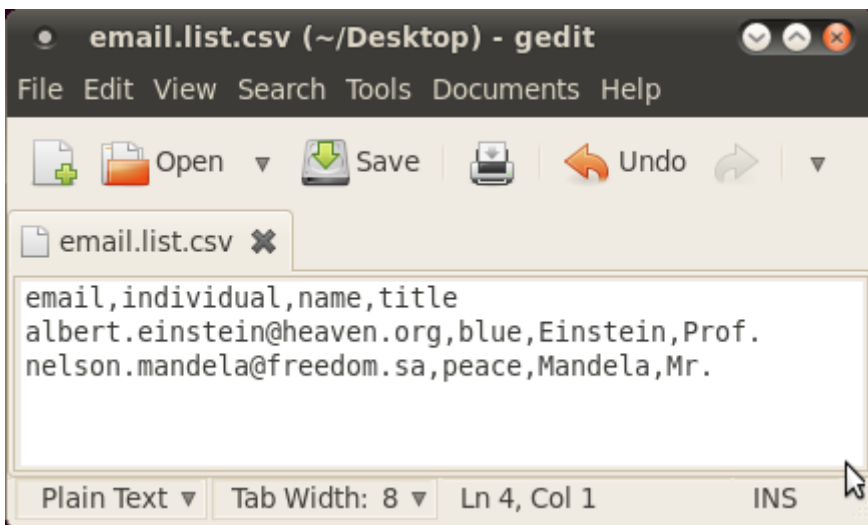
fields may be enclosed within text delimiters (double quote, single quote, none)

fields with embedded line breaks must be enclosed within text delimiters

fields with embedded field delimiters must be enclosed within text delimiters
fields with embedded text delimiters must be enclosed within text delimiters
embedded text delimiters must be doubled
first record must contain columnnames

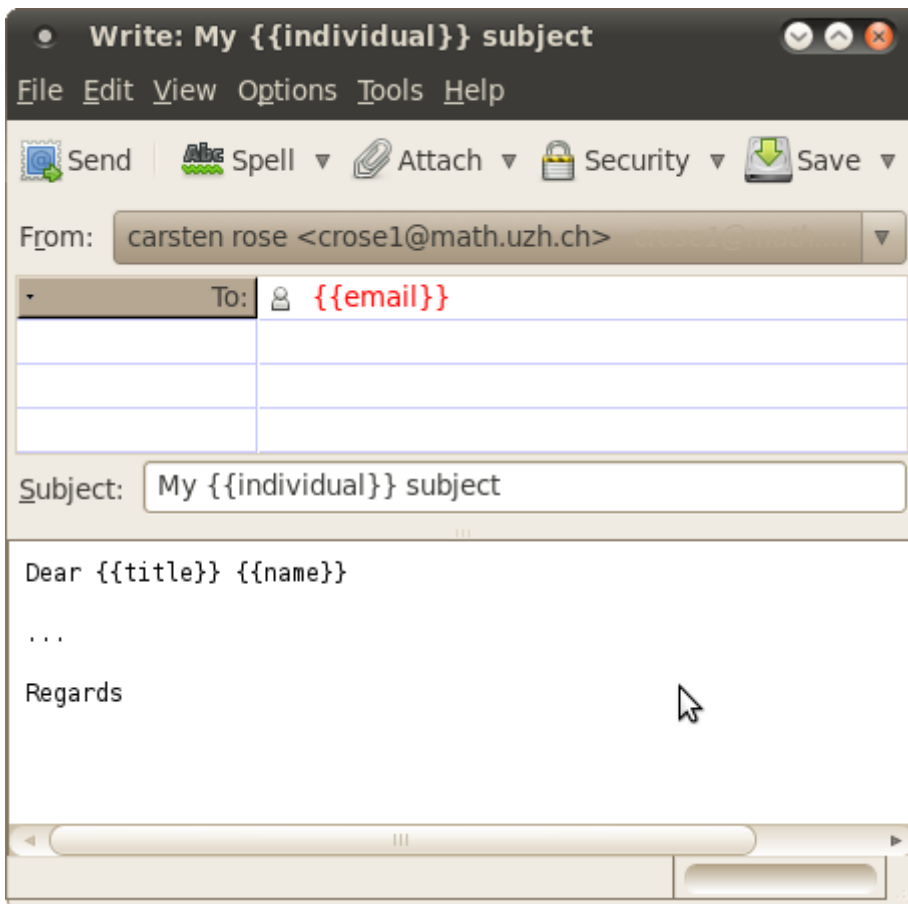
- Example CSV File:

```
email,individual,name,title  
albert.einstein@heaven.org,blue,Einstein,Prof.  
nelson.mandela@freedom.sa,peace,Mandela,Mr.
```

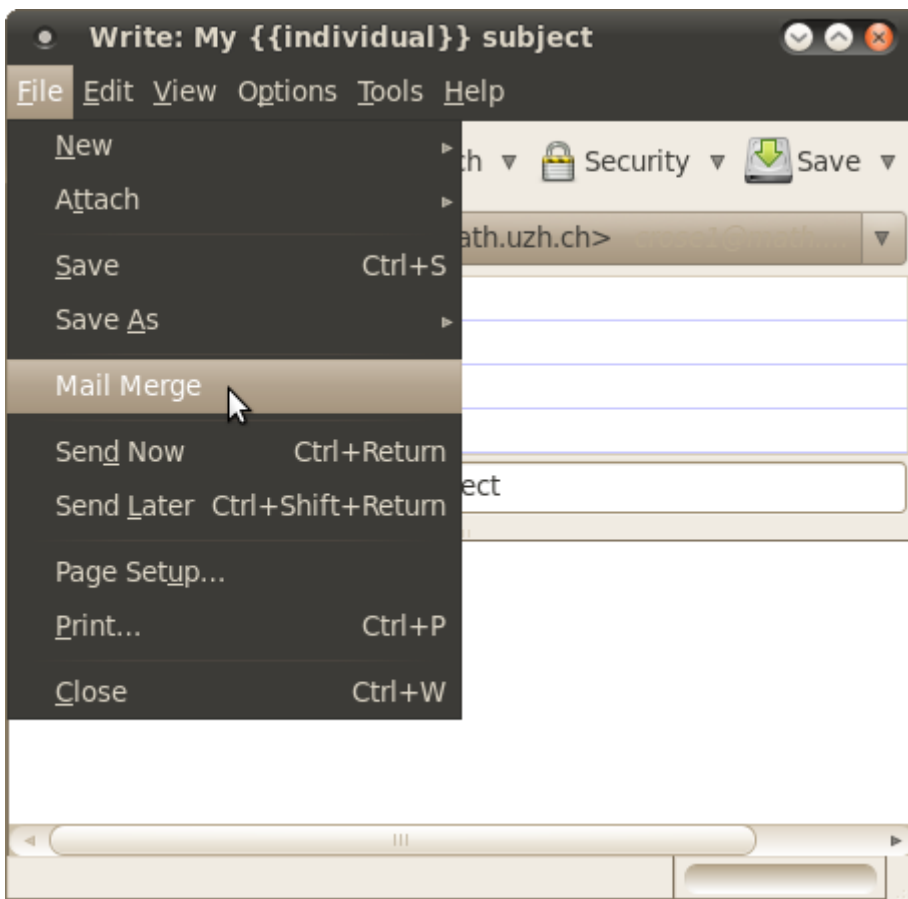


Write Mail

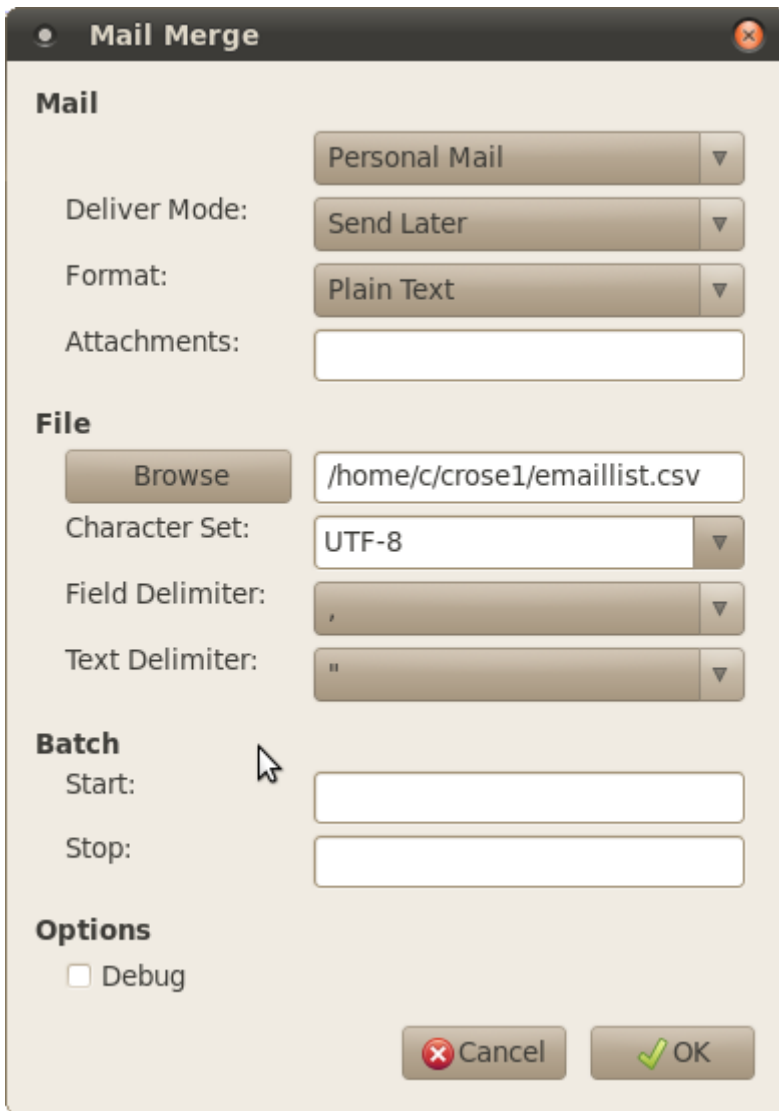
- Write the mail as you would normally do.
- In the field insert the name of the column of the CSV file which represents the receiver email address.
- If necessary, insert further variable names (column names in the CSV file - no spaces in column names!).



- Optional: Save this mail (for later use) as a draft.
- Finish: Menu `File > Mail Merge`.



Mail Merge

A screenshot of a 'Mail Merge' dialog box. The dialog has a title bar with a close button. It is divided into several sections: 'Mail' with dropdowns for 'Personal Mail', 'Send Later', and 'Plain Text', and a text field for 'Attachments'; 'File' with a 'Browse' button, a text field containing '/home/c/crose1/emaillist.csv', and dropdowns for 'Character Set' (UTF-8), 'Field Delimiter' (comma), and 'Text Delimiter' (double quote); 'Batch' with 'Start' and 'Stop' text fields; and 'Options' with a 'Debug' checkbox. At the bottom are 'Cancel' and 'OK' buttons.

Mail Merge

Mail

Personal Mail

Deliver Mode: Send Later

Format: Plain Text

Attachments:

File

Browse /home/c/crose1/emaillist.csv

Character Set: UTF-8

Field Delimiter: ,

Text Delimiter: "

Batch

Start:

Stop:

Options

☐ Debug

Cancel OK

- Choose: **Personal Mail**
- Deliver Mode: **Send Later**
- Format: **Plain Text**
- **Browse** and select the CSV File (step 1) with all the receiver email addresses.
- Click **OK**.
- The 'new mail' window disappears.
- All mails will be generated and copied to Local Folders > Outbox. Here you can check the mails.

Sending Mails

Mails:

- OK: Click on File > Send unsent messages

- Bad: delete all mails of the folder 'Outbox' and start again with writing the mail or use the previously saved draft.

Final

- You'll find a copy of each mail in your sent folder.

Revision #3

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