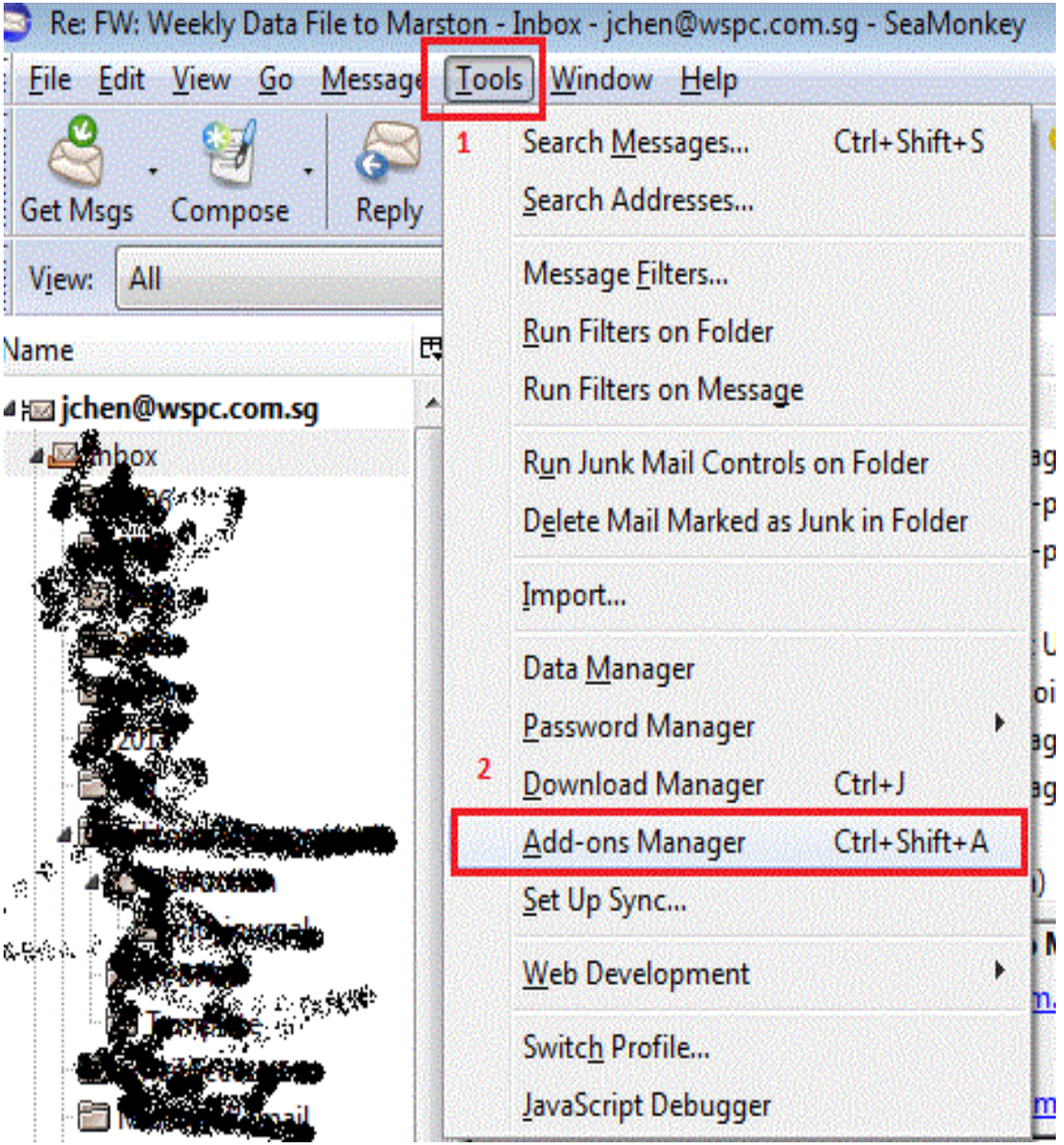
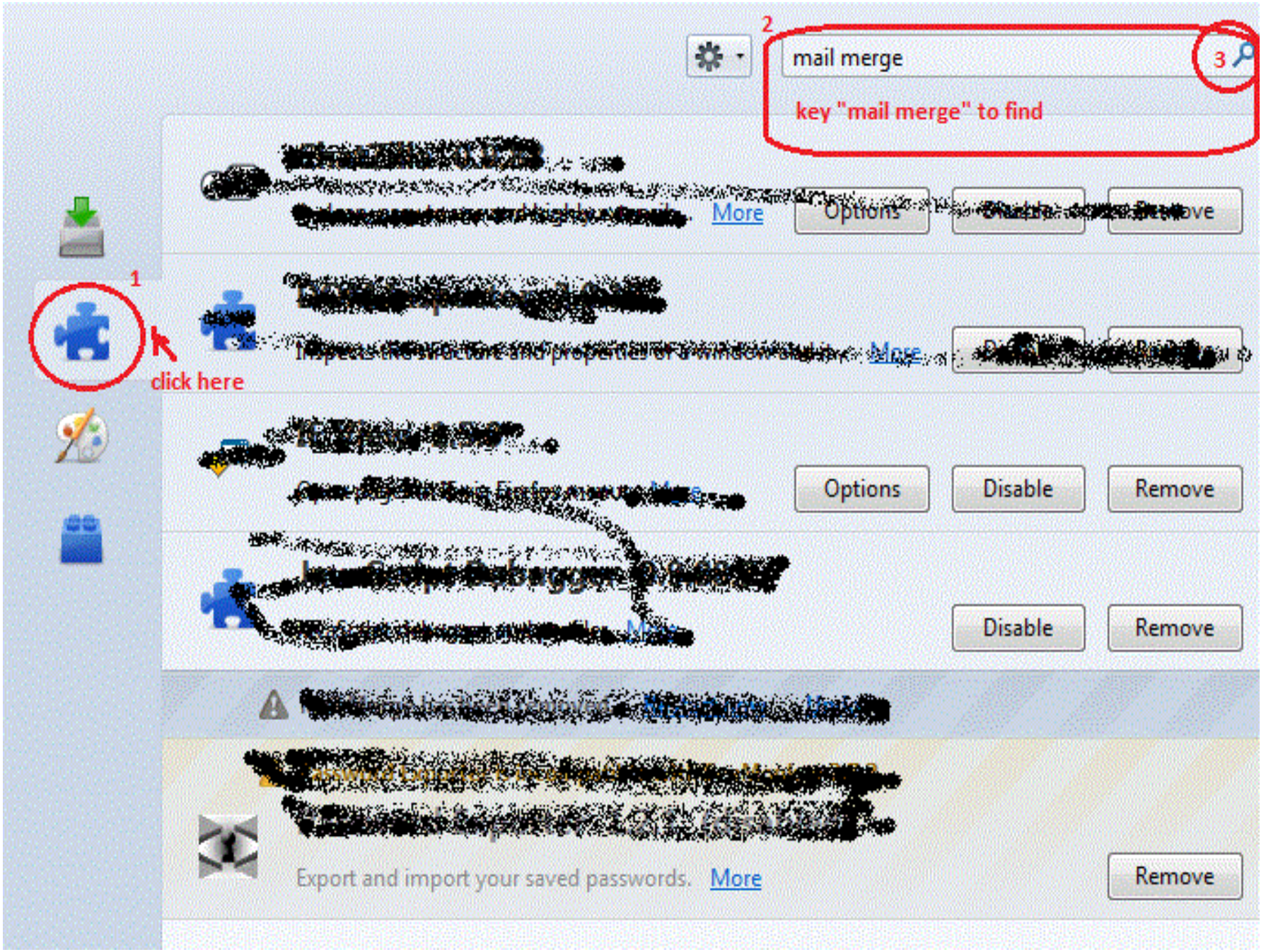
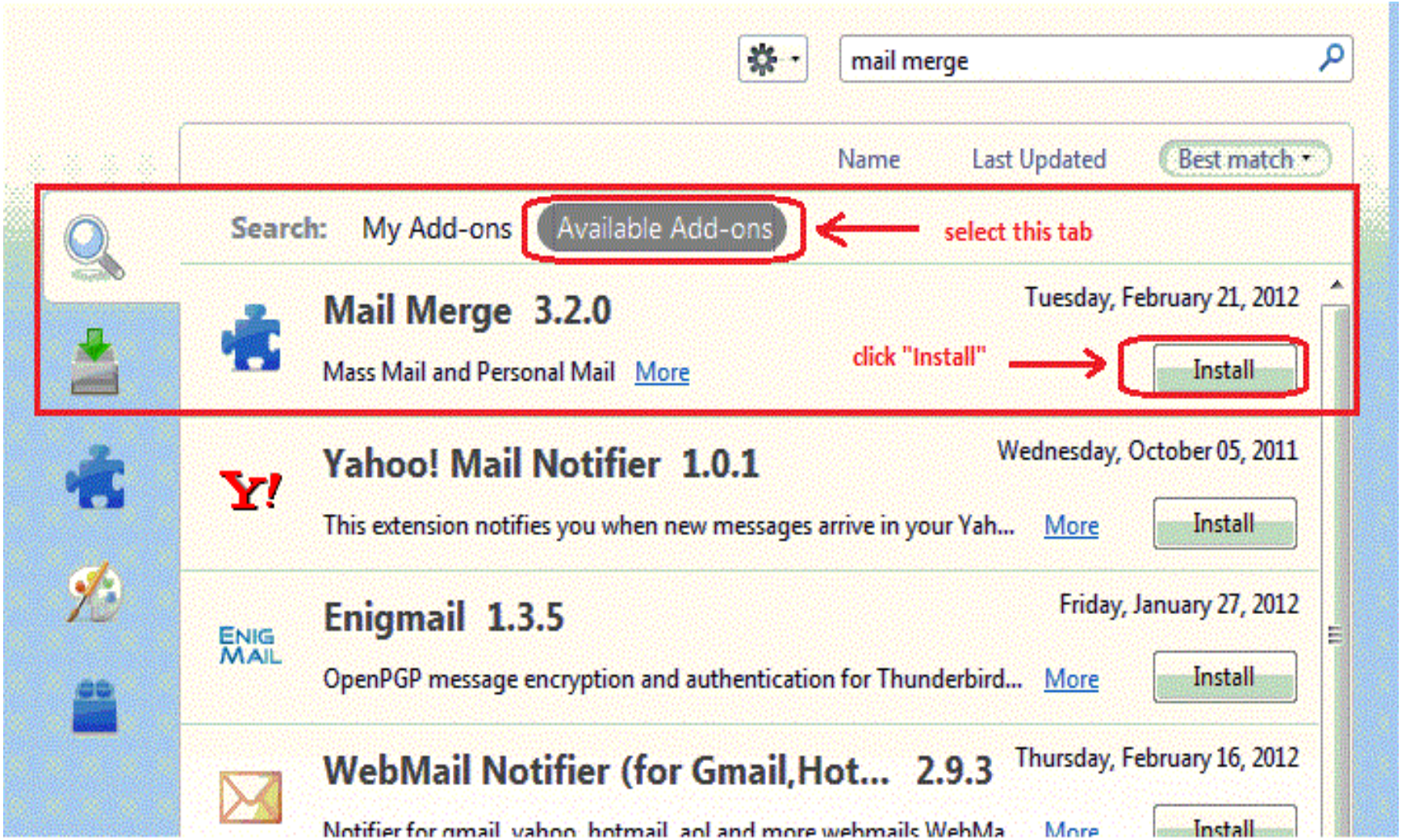
Before you start to use Seamokey Mail Merge feature, you have to Check whether you install the Plug in or not. As the Mail Merge Is a add-on app.

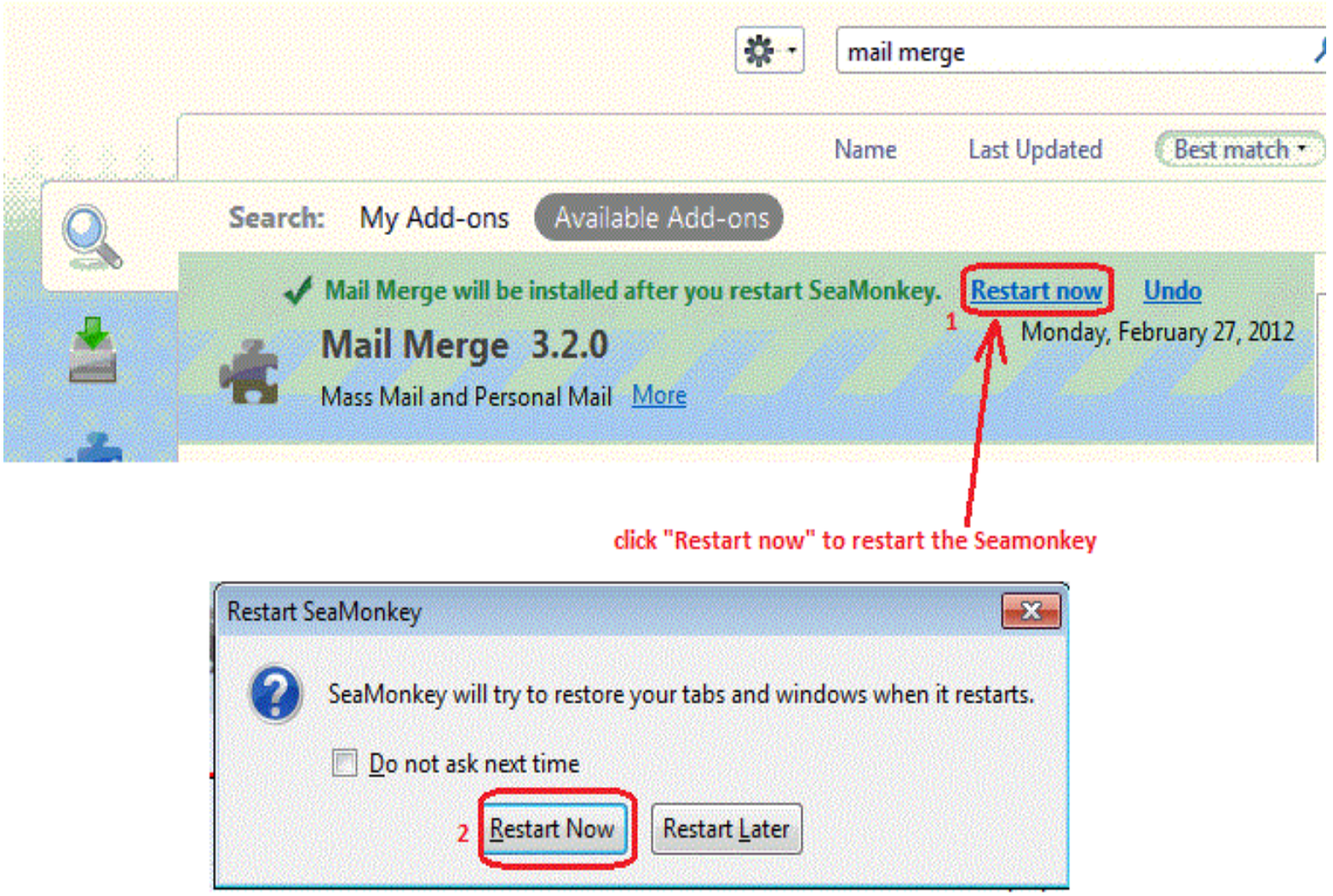
If your Seamonkey has not install Mail Merge, you should install it first.

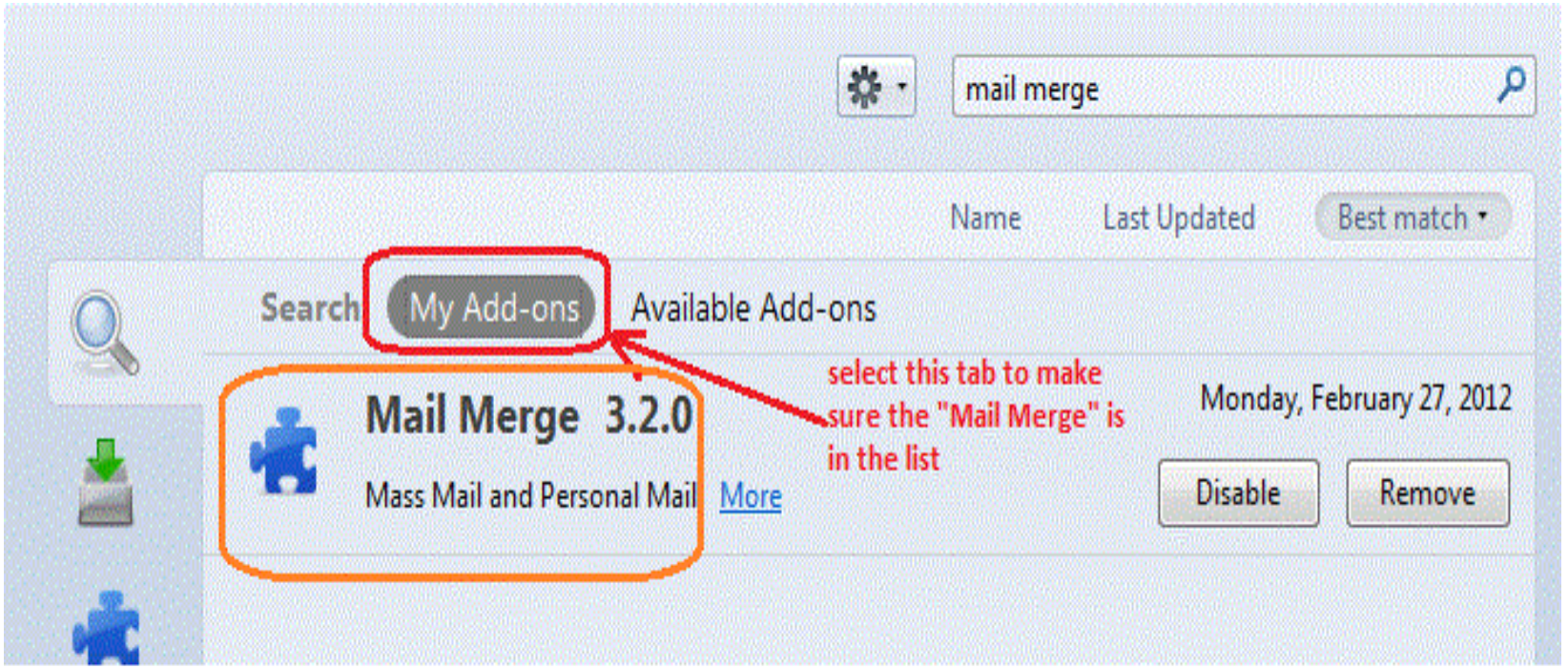
Here is the instruction :-




2
mail merge
3
key "mail merge" to find
More
Options
1
click here
Options
Disable
Remove
Disable
Remove
Export and import your saved passwords. More
Remove


mail merge
Name
Last Updated
Best match
Search:
My Add-ons
Available Add-ons
select this tab
Mail Merge 3.2.0
Tuesday, February 21, 2012
Mass Mail and Personal Mail More
click "Install"
Install
Yahoo! Mail Notifier 1.0.1
Wednesday, October 05, 2011
This extension notifies you when new messages arrive in your Yah... More
Install
Enigmail 1.3.5
Friday, January 27, 2012
OpenPGP message encryption and authentication for Thunderbird... More
Install
WebMail Notifier (for Gmail,Hot... 2.9.3
Thursday, February 16, 2012
Notifier for gmail, yahoo, hotmail, aol and more webmails WebMa... More
Install


mail merge
Name
Last Updated
Best match
Search:
My Add-ons
Available Add-ons
Mail Merge will be installed after you restart SeaMonkey.
Restart now
Undo
1
Monday, February 27, 2012
Mail Merge 3.2.0
Mass Mail and Personal Mail
More
click "Restart now" to restart the Seamonkey
Restart SeaMonkey
SeaMonkey will try to restore your tabs and windows when it restarts.
Do not ask next time
2
Restart Now
Restart Later


mail merge
Name
Last Updated
Best match
Search
My Add-ons
Available Add-ons
select this tab to make sure the "Mail Merge" is in the list
Mail Merge 3.2.0
Mass Mail and Personal Mail
More
Monday, February 27, 2012
Disable
Remove

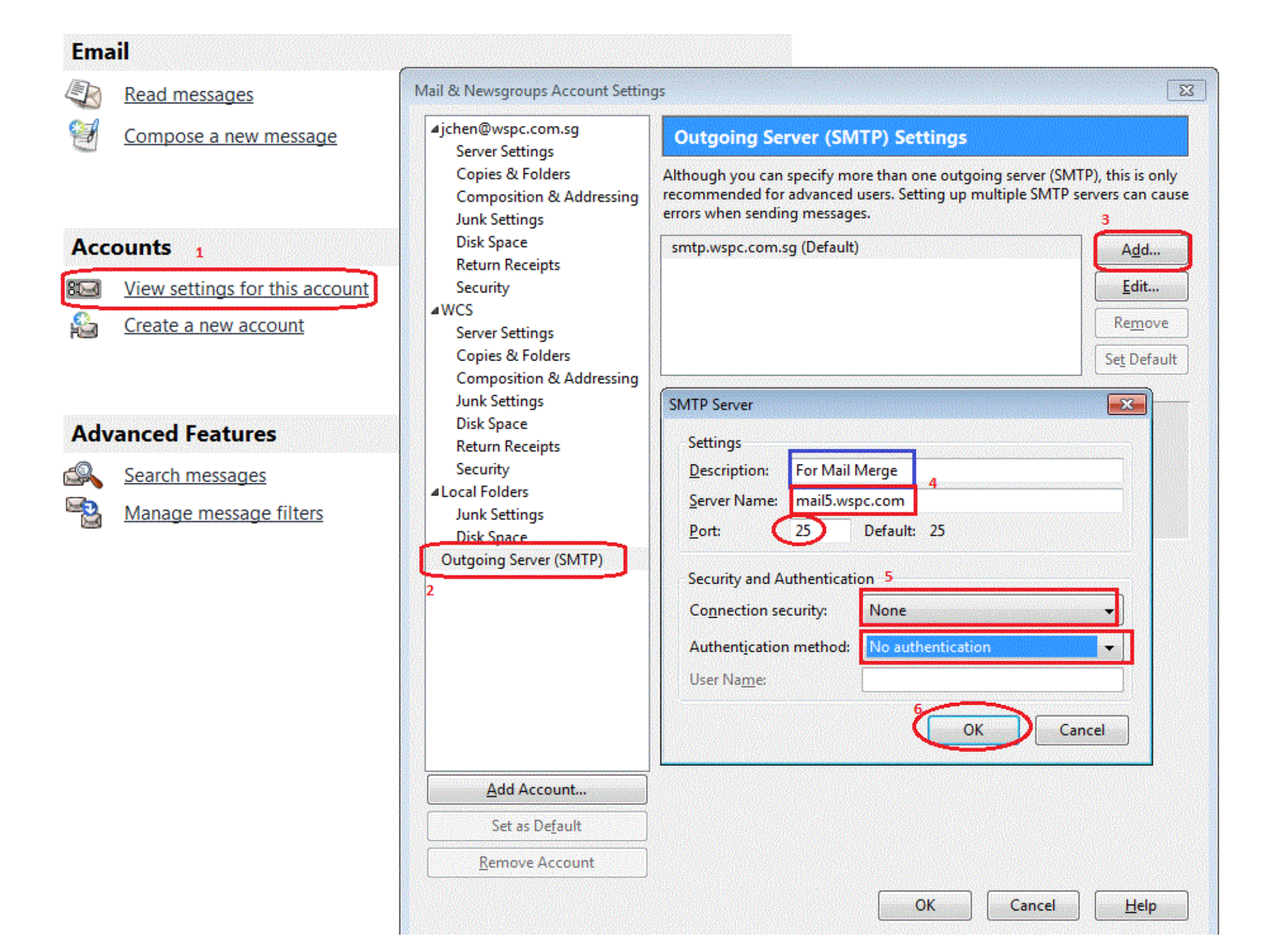
After the installation, you might need setup an account which taking care of all the emails in and out.

Here is some idea for creating dummy email account :-

https://intranet.wspc.com.sg/instruction/SetupFakeEmailAccount.pdf

If you can not get it, you can call MIS for help.

Now you need definitely setup a SMTP for sending out the mail merge things, the following is just a simple outline to setup.


Email
Read messages
Compose a new message
Accounts
1
View settings for this account
Create a new account
Advanced Features
Search messages
Manage message filters
Mail & Newsgroups Account Settings
jchen@wspc.com.sg
Server Settings
Copies & Folders
Composition & Addressing
Junk Settings
Disk Space
Return Receipts
Security
WCS
Server Settings
Copies & Folders
Composition & Addressing
Junk Settings
Disk Space
Return Receipts
Security
Local Folders
Junk Settings
Disk Space
Outgoing Server (SMTP)
2
Add Account...
Set as Default
Remove Account
Outgoing Server (SMTP) Settings
Although you can specify more than one outgoing server (SMTP), this is only recommended for advanced users. Setting up multiple SMTP servers can cause errors when sending messages.
smtp.wspc.com.sg (Default)
3
Add...
Edit...
Remove
Set Default
SMTP Server
Settings
Description: For Mail Merge
4
Server Name: mail5.wspc.com
Port: 25
Default: 25
Security and Authentication
5
Connection security: None
Authentication method: No authentication
User Name:
6
OK
Cancel
OK
Cancel
Help

Before start to use “Mail Merge”, you must have a list which has at least “Name” and “Email Address” columns (fields) inside.

As Seamonkey or Thunderbird only accept CSV file, so you need export your list to CSV file.

how to get or convert a CSV file?

Here is steps

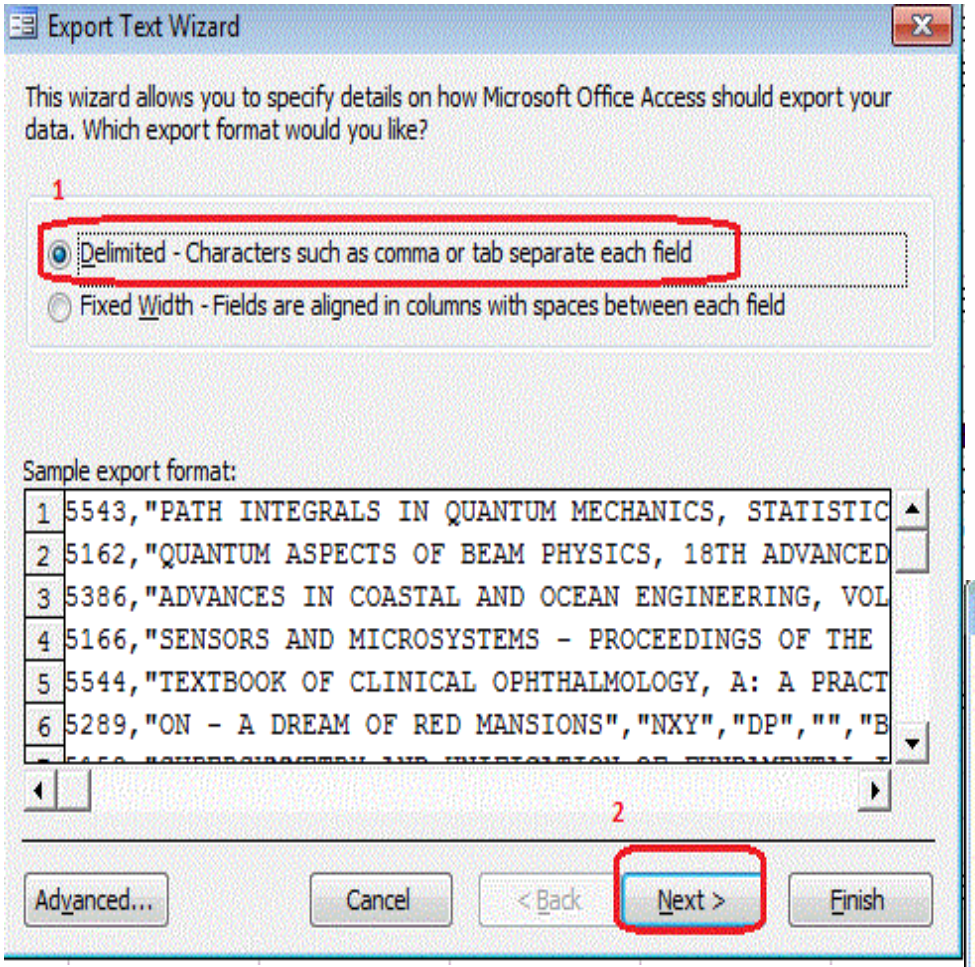
Excel :-

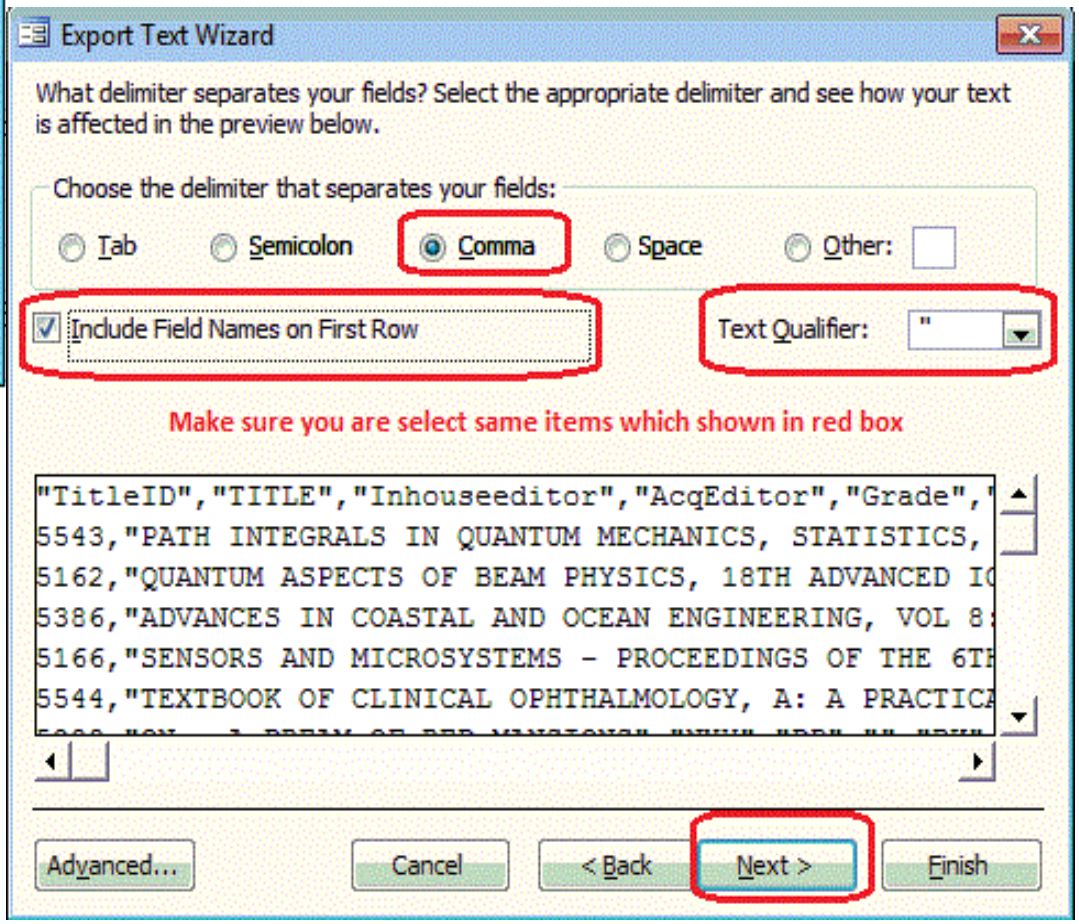
Open the file, from the main menu, select

“File-->Save as...”, from the file type, pick CSV

Access :-

Use “Export”, it will save as a “.txt” file. You need to rename the file name from “aaaa.txt” to “aaaa.csv”. (the following page has instruction)


Export Text Wizard
This wizard allows you to specify details on how Microsoft Office Access should export your data. Which export format would you like?
1
Delimited - Characters such as comma or tab separate each field
Fixed Width - Fields are aligned in columns with spaces between each field
Sample export format:
1 5543,"PATH INTEGRALS IN QUANTUM MECHANICS, STATISTIC
2 5162,"QUANTUM ASPECTS OF BEAM PHYSICS, 18TH ADVANCED
3 5386,"ADVANCES IN COASTAL AND OCEAN ENGINEERING, VOL
4 5166,"SENSORS AND MICROSYSTEMS - PROCEEDINGS OF THE
5 5544,"TEXTBOOK OF CLINICAL OPHTHALMOLOGY, A: A PRACT
6 5289,"ON - A DREAM OF RED MANSIONS","NXY","DP","","B
2
Advanced...
Cancel
< Back
Next >
Finish


Export Text Wizard
What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.
Choose the delimiter that separates your fields:
Tab
Semicolon
Comma
Space
Other:
Include Field Names on First Row
Text Qualifier: "
Make sure you are select same items which shown in red box
"TitleID","TITLE","Inhouseeditor","AcqEditor","Grade","
5543,"PATH INTEGRALS IN QUANTUM MECHANICS, STATISTICS,
5162,"QUANTUM ASPECTS OF BEAM PHYSICS, 18TH ADVANCED IC
5386,"ADVANCES IN COASTAL AND OCEAN ENGINEERING, VOL 8
5166,"SENSORS AND MICROSYSTEMS - PROCEEDINGS OF THE 6TH
5544,"TEXTBOOK OF CLINICAL OPHTHALMOLOGY, A: A PRACTICA
Advanced...
Cancel
< Back
Next >
Finish

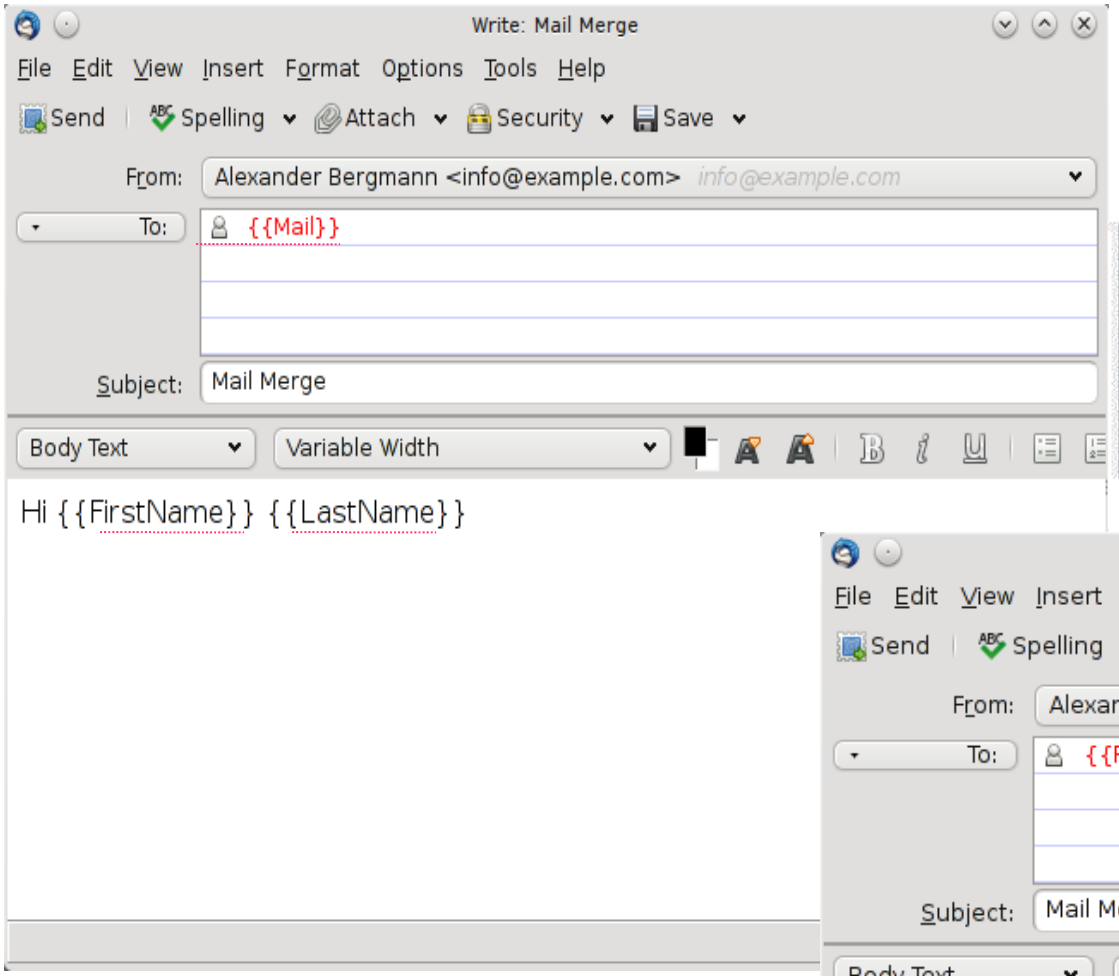
Now, you can start to use Mail Merge feature :-

Step by Step: (CSV)

Create a New Message ("File -> New -> Message")
Add the Variable(s) to To, e.g.: {{Mail}} or {{FirstName}} {{LastName}} <{{Mail}}>
Add the Recipients to Cc (optional) (variables are supported)
Add the Recipients to Bcc (optional) (variables are supported)
Add the Subject (variables are supported)
Add the Body (variables are supported)
Add the Attachments (optional)
Click "File -> Mail Merge"
Select "CSV" and check "Deliver Mode" and "Format"
Add (individual) Attachments (optional) (variables are supported)
Select "Filename" and check "Character Set", "Field Delimiter" and "Text Delimiter"
Check "Start", "Stop" and "Pause" (optional)
Click "OK"

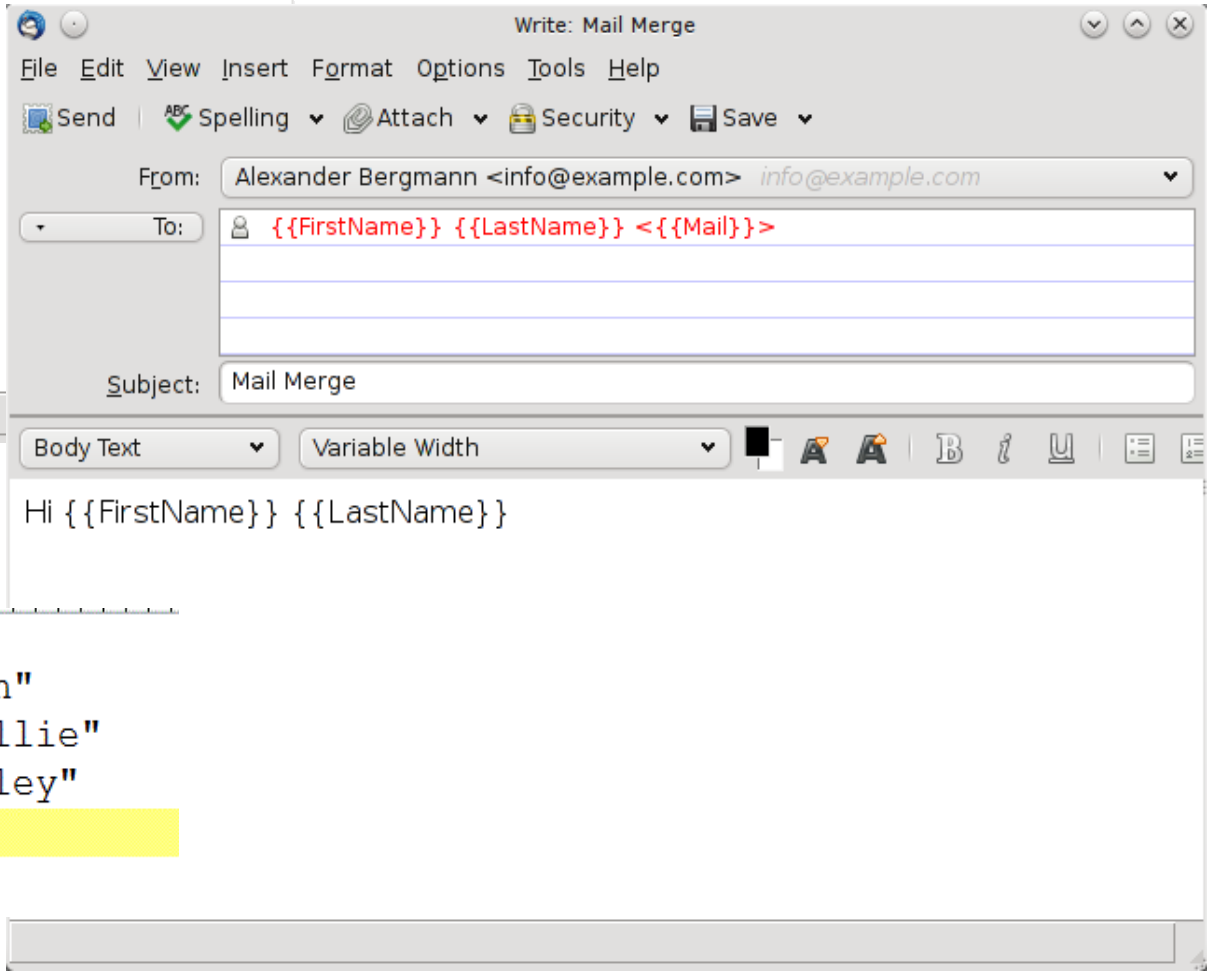
The Draft Message is saved as Template in your Current Account and for each Recipient a New Message is automagically saved in your Outbox ("Local Folders -> Outbox").
Ready for Delivery: "File -> Send Unsent Messages"

Or you can click the following address to check the detail :-
https://addons.mozilla.org/en-us/seamonkey/addon/mail-merge/



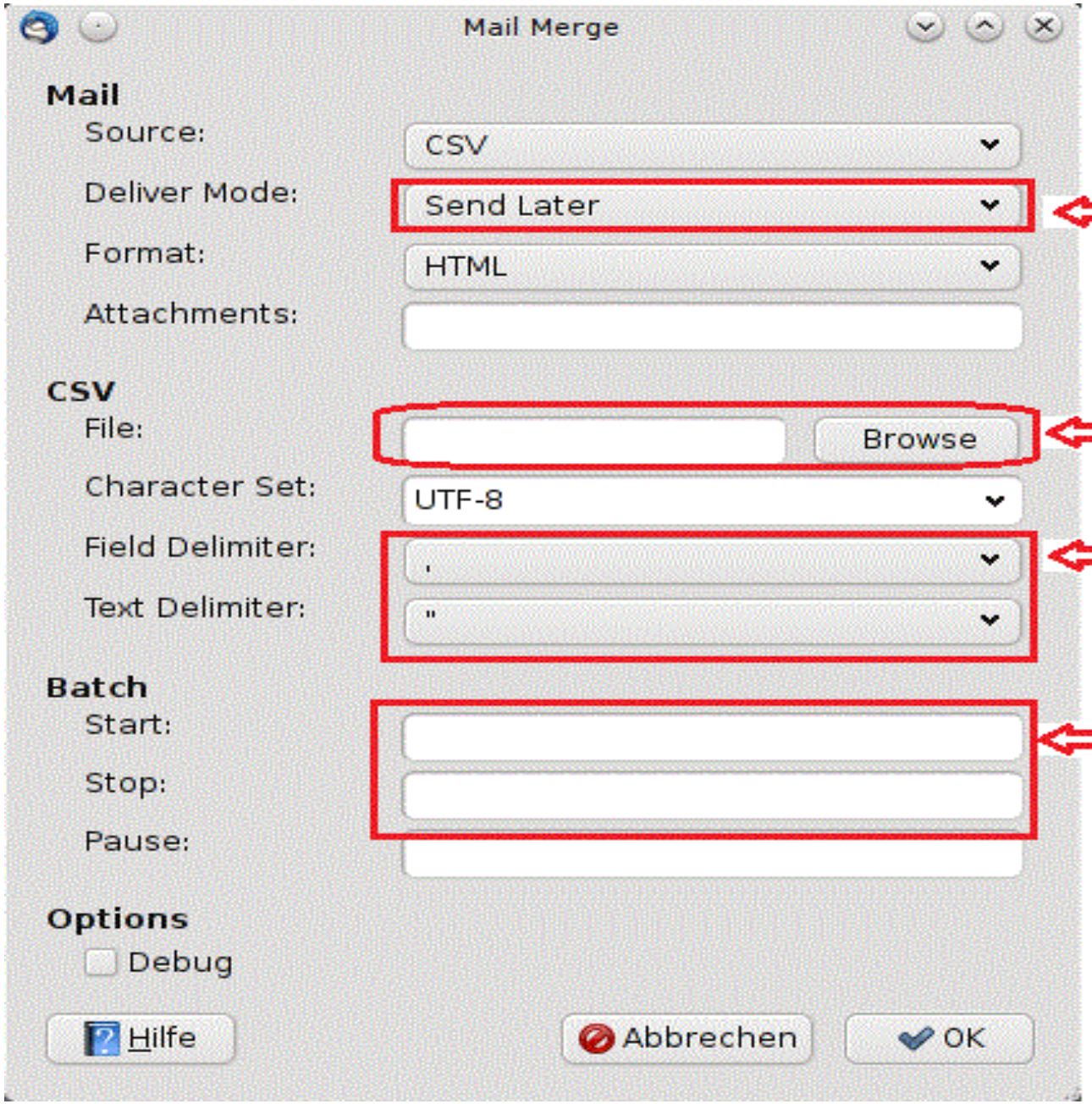
This is CSV file sample

```
"Mail","LastName","FirstName"
"jchen@wspc.com.sg","Chen","Jian"
"hlwong@wspc.com.sg","Wong","Willie"
"mslim@wspc.com.sg","Lim","Shirley"
```



This is CSV file sample

```
"Mail","LastName","FirstName"
"jchen@wspc.com.sg","Chen","Jian"
"hlwong@wspc.com.sg","Wong","Willie"
"mslim@wspc.com.sg","Lim","Shirley"
```



Or you can click the following address to check the detail :-
https://addons.mozilla.org/en-us/seamonkey/addon/mail-merge/