

Guide on how to use mail merge to send bulk email messages

Word for Microsoft 365

Before you begin, open the mail template in Word and edit the body of the email message you want to send.

To send an email, a MAPI-compatible email program, like Outlook, needs to be installed and configured as the mail will be sent from this account.

To successfully send the bulk emails you will need to use:

1. the Word document template provided by us (Invitation/Reminders), for the email text
2. the Excel spreadsheet where you have matched your graduates' contact details with the Unique IDs (credentials) provided.

Be aware that following this step-by-step walkthrough **will result in the email being sent at step 2.7.**

Step 1: Set up your mailing list

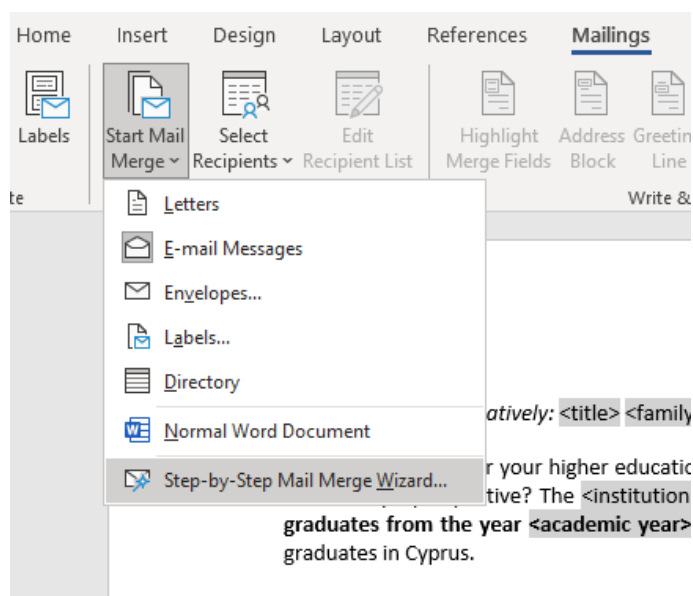
The mailing list is your data source. In our case, this is the Excel spreadsheet. Make sure that all the information is in the sheet before we continue.

A column named "**email**" must be present as the first column on your spreadsheet.

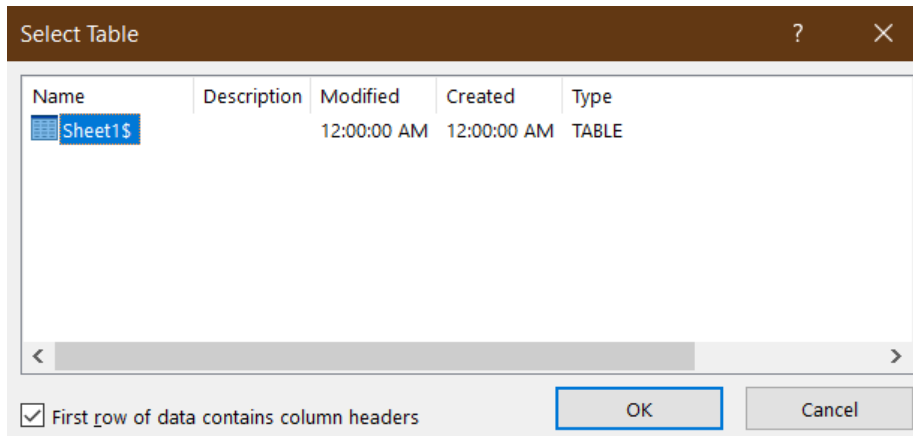
<email>	<name of the HEI>	<academic year>	<Personalized URL>	<personalized access code>
panayiotis.theodorides@pwc.com	PwC Cyprus	2017-2018	https://dherp.moec.gov.cy/SurveyResponse/45cc8967-3604-4cf4-ae46-598b54f1830b/42t6jlsj	42t6jlsj
cy_graduatetracking@pwc.com	PwC Cyprus	2017-2018	https://dherp.moec.gov.cy/SurveyResponse/45cc8967-3604-4cf4-ae46-598b54f1830b/912hnj3s	912hnj3s
rebecca.nicolaidou@pwc.com	PwC Cyprus	2021-2022	https://dherp.moec.gov.cy/SurveyResponse/45cc8967-3604-4cf4-ae46-598b54f1830b/f34g2kfp	f34g2kfp
cy_employers@pwc.com	PwC Cyprus	2021-2022	https://dherp.moec.gov.cy/SurveyResponse/45cc8967-3604-4cf4-ae46-598b54f1830b/v5b43nma	v5b43nma

Step 2: Prepare your Word document

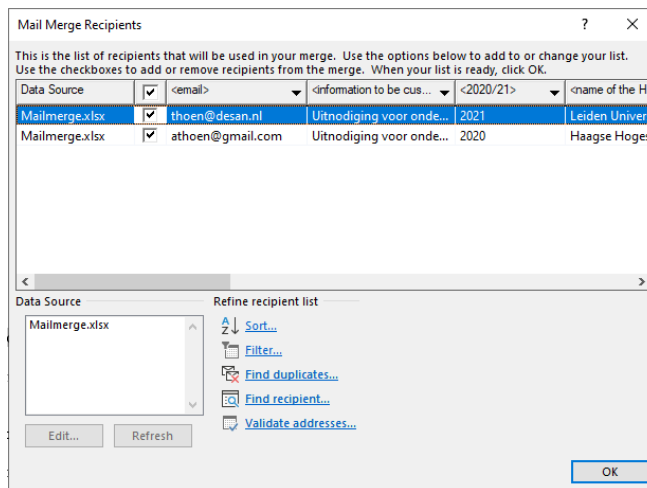
- Save the email subject (“Survey on your higher education degree at <name of the HEI> in 2017-2018” OR “Survey on your higher education degree at <name of the HEI> in 2021-2022”) in a different file (e.g. the Excel spreadsheet you have created).
- Make sure that you remove the email subject from the Word template, along with all other instructions (i.e. only keep the body of the email, including the).
- Go to “**Mailings**” > “**Start Mail Merge**” > “**Step-by-step Mail Merge Wizard**”



1. Select document type > **E-mail messages**
Choose Next: Starting document
2. Select starting document > **Use the current document**
Choose Next: Select recipients
3. Select recipients > **Use an existing list** > Choose **Browse**, select the file location where the provided Excel Spreadsheet is and click “**OK**” in the window that pops-up (*see below*).



Then, the following table will be visible, where you need to make sure all the entries you need to send the email are selected and click “OK”.



Choose Next: Write your e-mail message

4. Firstly, select the field in the body of the message that needs to be updated. Then, in the Mail Merge wizard, under “Write your e-mail message” select “**More items**” and select the respective field (column from the Excel Spreadsheet) you want to insert in the body of the message.

l you assess your studies from today's pe
to better understand the lives and caree

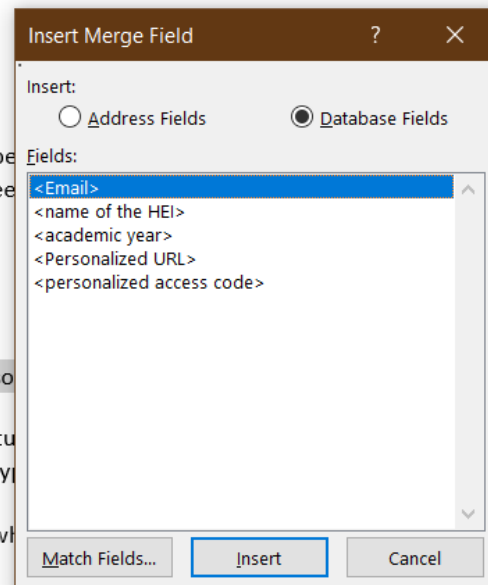
lized URL>

with your individual access code: <perso

ng in Cyprus and prospects of future stu
ions of higher education graduates in Cy

t the survey at any time and return to wh

il. All survey data will be held separate from your contact information. Your participation is
n will be adhered to.



Repeat this step for all the fields that are required

Choose Next: preview your e-mail message

Tips

- First select the field in the body of the message, then choose the corresponding field. (e.g. select the text “<Personalized URL>”, then select “More items” in the “Mail Merge” wizard, click on the respective field from the “Insert Merge Field” and click “Insert”)
- Pay attention to the spaces between the words when you select a field in this body of your document.
- The mark-up of the fields must be edited to your own needs.

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5. Preview your e-mail messages > Choose “>>” in order to go through the messages and check if the format and message is as required.

Choose Next: Complete the merge

6. Option a: Complete the merge > **Electronic Mail**

Option b: Go to “**Mailings**” > “**Finish & Merge**” > “**Send Email Messages**”

Merge to E-mail

Message options

To: email

Subject line: Invitation for participation in the National Graduate T

Mail format: HTML

Send records

All

Current record

From: [] To: []

OK Cancel

Choose option “email” under field “To” and enter the subject title (“**Invitation for participation in the National Graduate Tracking Survey 2023**”) provided in the template, making sure you have updated it with the name of your Higher Education Institute (and that you have removed the subject from the Word template).

7. By Clicking OK, the mail will be sent immediately!