



Yet Another Mail Merge (YAMM) - FAQ

YAMM is a mail merge for Gmail / Google Apps first featured on the [Google Apps Developer blog](#).

An (old) video tutorial is available here: <http://www.youtube.com/watch?v=VxUgXeswDLI>

Short link to this documentation: <http://goo.gl/TRvB3k>

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Frequently asked questions

How many emails can I send each day?

you can send emails to **100** recipients every 24 hours.

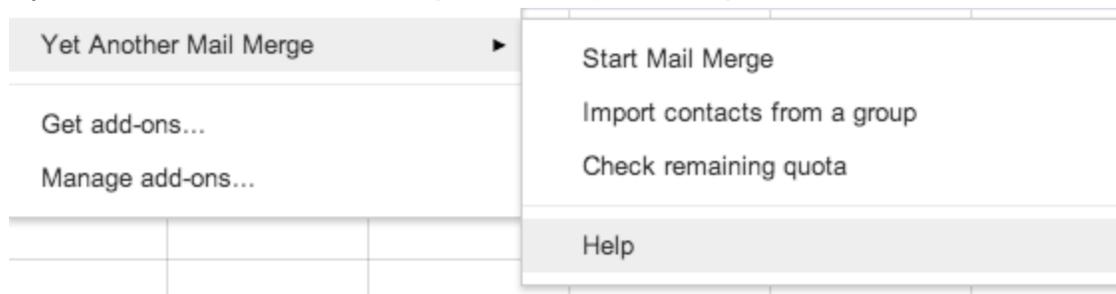
If you are a Google Apps for Work, Education or Government customer and this 100 recipients / day limit is not enough for you, you can subscribe to one of our paid plans and get much more quota (those paid plans are **not** for gmail.com users).

The quota of emails you can send is refreshed at the end of a 24-hour window; the exact time of this refresh, however, varies between users. That why, if you've used the tool yesterday, you might need to wait a few hours more to get your full quota today.

The add-on is not working as expected, what can I do about it?

First, make sure you are using a recent web browser. If possible, try using **Google Chrome**. Also make sure you have created your draft in Gmail directly (not through another email client synced with Gmail).

If you have an issue, best is to report it through the Help menu in the add-on.



If you want an answer, remember to share your email address.

Report an issue ×

Describe the issue for the creators of **Yet Another Mail Merge**:

When I click on button "Send Emails", nothing happen

Only this description will be sent, no information from your open document.

(Optional) Include your name and email address so the creators of **Yet Another Mail Merge** can follow up.

Send Cancel

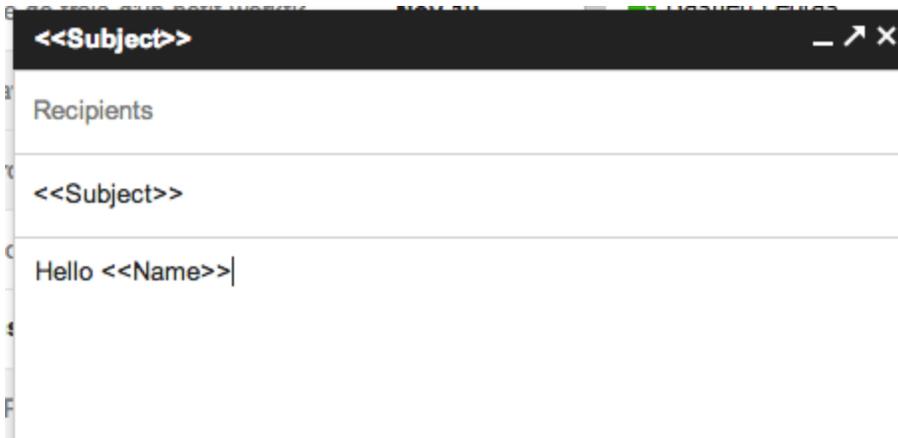
How to pull the cc or bcc recipients from a column in the spreadsheet?

Simply add 'cc' as the header for a column in your spreadsheet and the cc recipients will be retrieved from this column (you can add several comma separated email addresses). And you can do the same for Bcc recipients.

A	B	C
Name	Email Address	cc
Romain	romain.vialard@reve	romain.vialard@gmail.cor

How to pull the subject line from a column in the spreadsheet?

Simply add a new marker as subject of your draft / template.



	A	B	C
1	Name	Email Address	Subject
2	Romain	romain.vialard@gmail.com	Your Gmail Meter report
3			

I want to send emails only to some people listed in my Sheet (I want to filter rows)

If it doesn't exist yet, add a column named 'Merge status' in your Sheet and add a 0 for all rows that should be skipped.

	A	B	C	D
1	First Name	Last Name	Email Address	Merge status
2	Romain	Vialard	romain.vialard@gmail.com	0
3	Hari	Haribo	hari@haribo.com	
4	John	Smith	john@google.com	0

Configure form submission notifications

There are multiple add-ons available to send emails upon form submissions. But YAMM makes it especially easy to use an alias, add cc, bcc, attachments, inline images,... as your mail templates are standard drafts in Gmail.

Set Notification rules ✕

Notify one or more addresses of all responses
Put the address(es) in the recipient field of the Gmail draft.

Draft:

Notify address submitted by the form
Make sure your form contains a field to populate an email address.

Draft:

Recipients column:

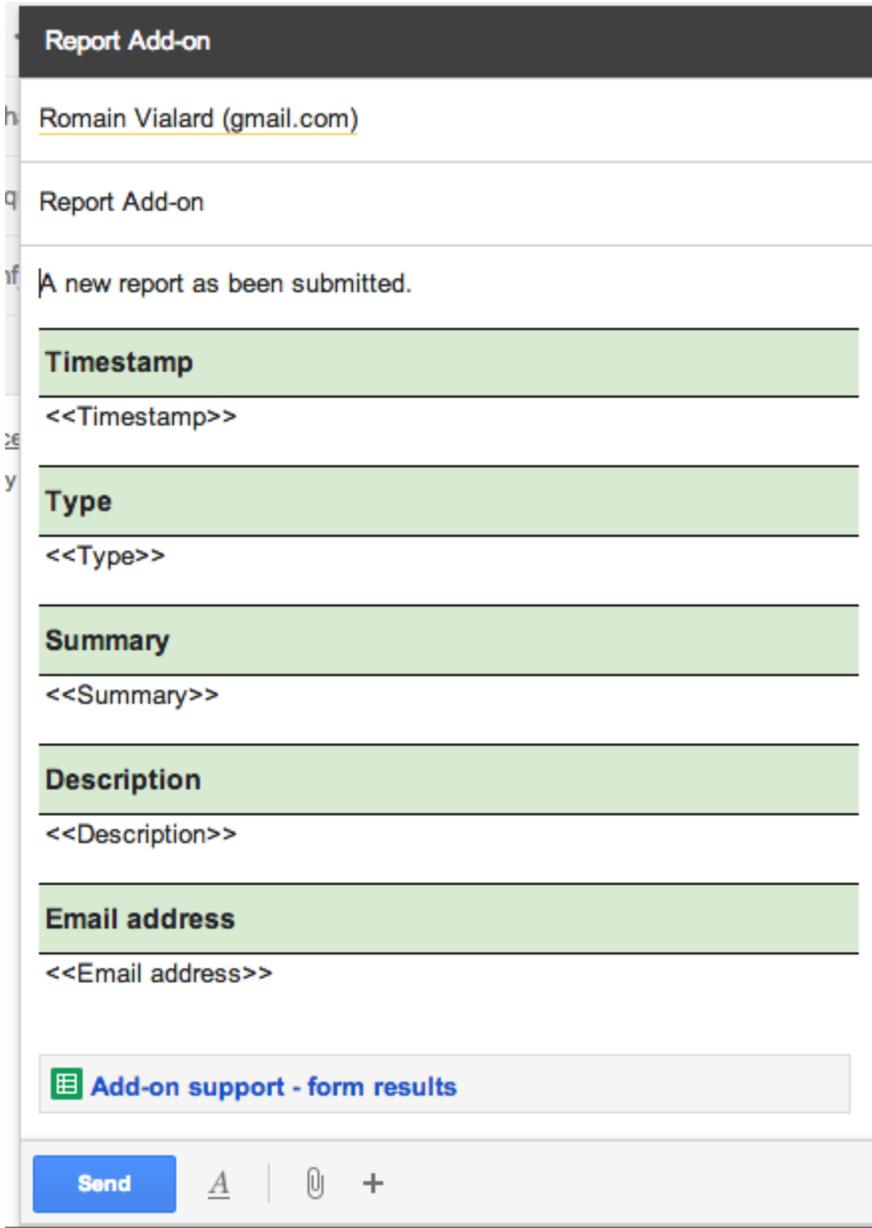
Do not delete the draft(s) from Gmail. They will be reused each time a notification is sent.

Here's a tip: start writing your email body in a Sheet

You can begin to write your template in your Sheet and copy / past it in Gmail, all formatting (colors, margins,...) will be kept!

	A
1	Timestamp
2	<<Timestamp>>
3	Type
4	<<Type>>
5	Summary
6	<<Summary>>
7	Description
8	<<Description>>
9	Email address
10	<<Email address>>
11	

Copy/past in Gmail to create your template:



Resulting emails will look like this:

 **Romain Vialard** 12:09 AM (0 minutes ago) ☆  
to me ▾

 Categorize this message as: **Personal** ▾ [Never show this again](#) ×

A new report as been submitted.

Timestamp

8/20/2014

Type

Feature request

Summary

Send emails on form submit

Description

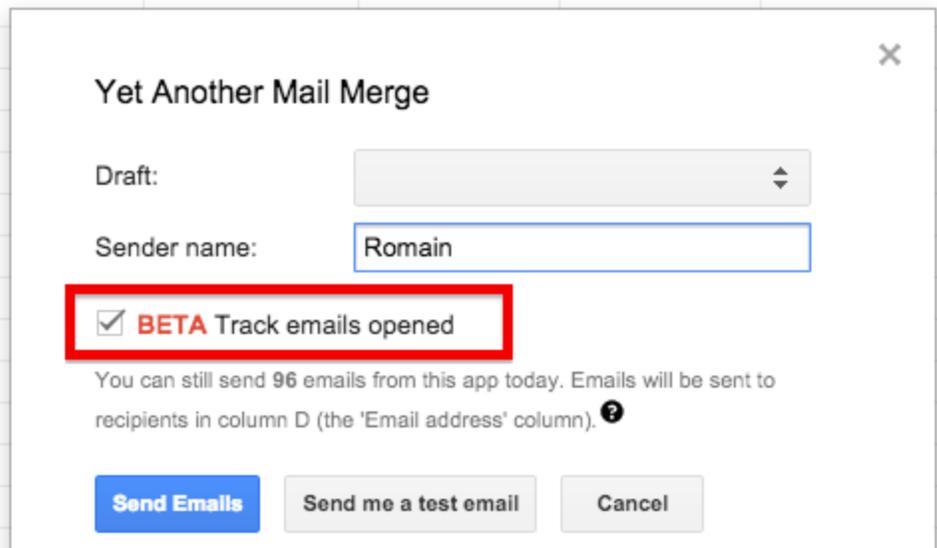
It would be great if the add-on could automatically send confirmation emails to form submitters and notification emails to the creator of the form and his collaborators.

Email address

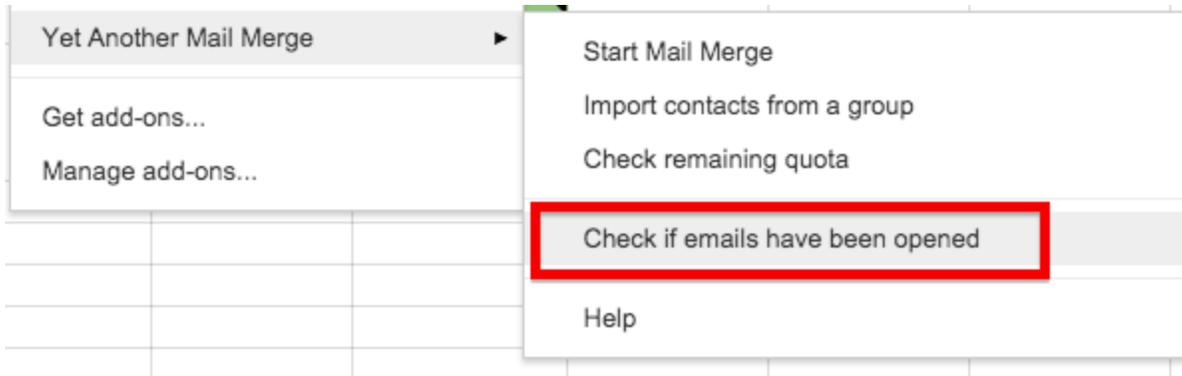
john.smith@google.com

 [Add-on support - form results](#)

Configure read receipts / Email tracking



Once you have activated email tracking and sent emails, you'll see a new entry in YAMM menu.



Click on this menu to check if your emails have been opened. For each email opened, in the column "Merge status", the status will change from "EMAIL_SENT" to "EMAIL_OPENED" and a note in the cell will tell you how many times the email was opened and when was the last time it was opened (note that we are keeping the receipts in our database for only 4 days).

D	E	F	G
Email Address	Merge status		
romain.vialard@	EMAIL_OPENED	Email opened 3 times - Last time opened:10/12/2014 - 11:21	
eric.bloserre@re	EMAIL_SENT		

As you are in a spreadsheet, you can use a [pivot table](#) or formulas to aggregate the number of

emails sent / opened.

The screenshot shows a Google Sheets report editor. On the left, a summary table is displayed with columns A, B, and C. The table has three rows: 'EMAIL_OPENED' with a value of 103 and a percentage of 76.87%, 'EMAIL_SENT' with a value of 31 and a percentage of 23.13%, and 'Grand Total' with a value of 134. The formula bar above the table shows 'fx | 103'. On the right, the 'Report Editor' panel is open, showing configuration options for 'Rows', 'Columns', and 'Values'. The 'Rows' section is expanded, showing 'Group by: Merge status', 'Order: Ascending', 'Sort by: Merge status', and a checked 'Show totals' option. The 'Columns' section is collapsed. The 'Values' section is also expanded, showing 'Display: Merge status' and 'Summarize by: COUNTA'.

	A	B	C
1	EMAIL_OPENED	103	76.87%
2	EMAIL_SENT	31	23.13%
3	Grand Total	134	
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			

How does it work?

YAMM embeds a tiny, invisible tracking image (a single-pixel gif, sometimes called a web beacon) within the content of each message. When the recipient opens the message, the tracking image is referenced and recorded by our system. You can then click on the menu “Check if emails have been opened” to check if our system have recorded opening of some of your emails.

Important notes

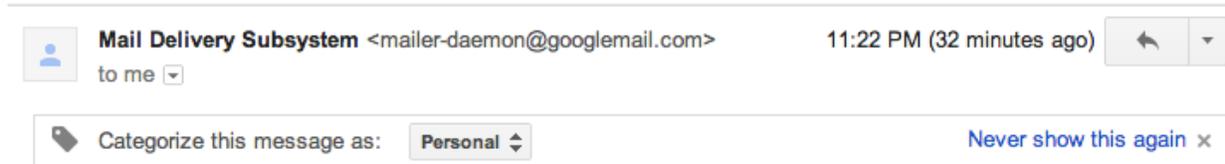
- If you have multiple recipients in the same row of your Sheet (or people added as cc or bcc), it creates only one email and you’ll be able to check if this email has been opened but not who (among the recipients) has opened it.
- If you go to your “Sent Mail” folder in Gmail and open the email you sent, it will be counted as read.
- In most email services, like Gmail, people can disable the display of images by default. In that case, we won’t be able to record a read, unless the recipient explicitly ask Gmail to display all images from your email.

Images:

- Always display external images - [Learn more](#)
- Ask before displaying external images

How Bounce messages / Failure for Delivery status are handled ?

You should receive a bounce message from Gmail, exactly like when you are sending messages to erroneous email addresses through the standard Gmail UI.



Delivery to the following recipient failed permanently:

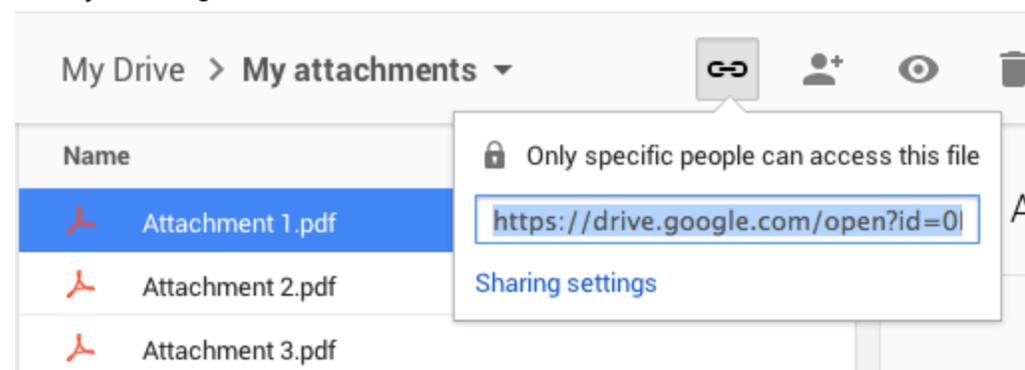
Is it possible to add a different attachment for each recipient ?

Not yet. But it's possible to link to a different attachment for each recipient. Best is to upload all the files you want to send to Google Drive.

My Drive > My attachments ▾

Name	Owner	Last modified
Attachment 1.pdf	me	7:18 am me
Attachment 2.pdf	me	7:18 am me
Attachment 3.pdf	me	7:18 am me
Attachment 4.pdf	me	7:18 am me
Attachment 5.pdf	me	7:18 am me

Then you can get the URL of each file



And add it to the Sheet you are using for your mail merge.

First Name	Attachment	Email Address	Merge status
Romain	https://drive.google.com/...	romain.vialard@re	Done
Eric	https://drive.google.com/...	eric.bloserre@re	Done

Recipients will be able to click on the URL in the email to open the file stored on Google Drive. **Coming soon:** same process, but Yet Another Mail Merge will automatically read those files in Drive, make copies and send them as a real attachments to your recipients.

I want to add different links / URL for each recipient

Best is to have your different URLs in your sheet. If you want to have a specific text displayed (and not the URLs directly), best will be to keep [HTML anchor tags](#) in your sheet.

A	B	C
First Name	Link to click	Email Address
Romain	<code>click me</code>	romain.vialard@re
Eric	<code>click me</code>	eric.bloserre@re

How to add a clickable image / button with a specific link for each recipient?

Create your draft in Gmail as below:

Subject

Hello <<First Name>>

Here are all the information we know about you:
...

`<<startlink>>`  `<<endlink>>`

And add the corresponding columns headers in your spreadsheet:

	A	B	C	D
1	Name	Email Address	startlink	endlink
2	Romain	romain.vialard@gmail.com		
3				

As a result you get an anchor tag set around an inline image, and you can put a different link for each recipient.

Known issues

Error - Exceeded maximum execution time

It happened because your email draft is too big. Usually because of big inline images or attachments. We recommend to upload in the email only images that weight less than 500kb. If you want to add bigger images, best is to upload them elsewhere (on Google+ Photo for example) and then insert the image into your email.

The same goes for attachments. If you want to use attachments bigger than 1mb, we recommend the upload them on Google Drive and simply add a link to the file in the email.

Note that the best is to create a new draft in Gmail rather than deleting all big images in your current draft (Gmail tends to hide them rather than actually delete them so the issue remains in the existing draft).

Issue with Firefox - Fixed

People are reporting the following error in Firefox:

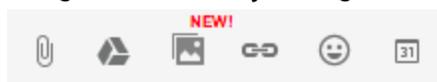
"A script on this page may be busy, or it may have stopped responding. You can stop the script now, open the script in the debugger, or let the script continue.

https://ssl.gstatic.com/caja/5693m/ses-single-frame.opt.js?debug=1:745"

Please use Google Chrome while Google is fixing this issue.

Issue with inline images (since 04/15/14) - Fixed

Google has recently changed the way we add images to our emails (see [blog post](#)).



This affects Yet Another Mail Merge. Until the issue is fixed you can only add in your emails photos from G+ or a web address but not upload or drag & drop photos directly in your emails.

Photos

Albums

Upload 

Web Address (URL)

If you are impacted by this issue, add a star on the Google issue tracker:

<https://code.google.com/p/google-apps-script-issues/issues/detail?id=3934>

Terms of Use

Please find Yet Another Mail Merge Terms of Use here:

<https://sites.google.com/site/scriptsexamples/available-web-apps/mail-merge/terms-of-use>