Tech workshop

How to send each of your students a personalised email in under 5 seconds

Ben Hoyt, presenter
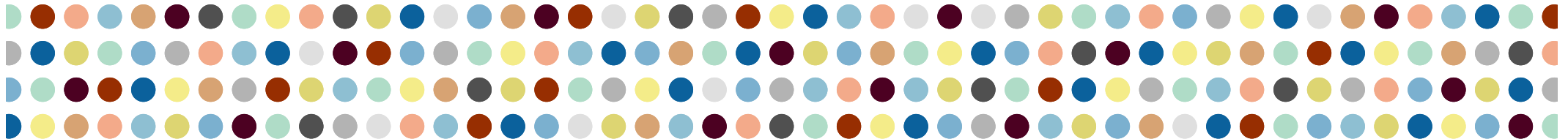
PLEASE SIGN IN BY THE DOOR!
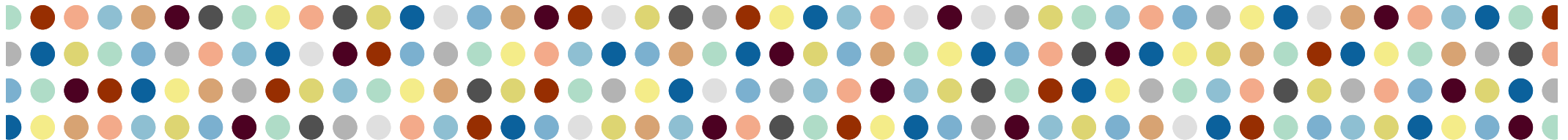
There's so much — email too?

The problem has been solved!

How it works

Message	Data	Mail

Dear _____, ← Ms Smith,
Happy holidays! Mr Jones, etc.
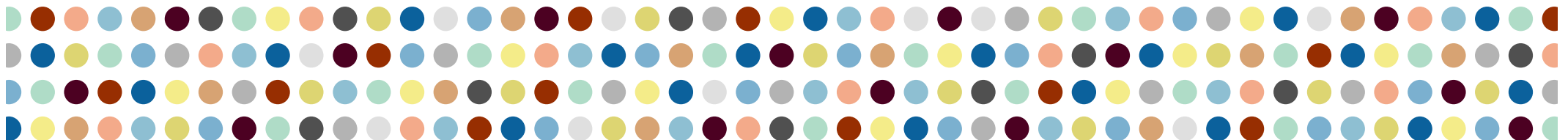
Dear _____, ← Marco, Léa, etc.
Here is your test
score: _____ ← 81%, 87%, etc.

Word **Excel** **Outlook**

Overview

- Demonstration

- Do it yourselves!

- More advanced messages

- Q&A

Demonstration

You will receive example files by email

1) Get the documents ready
2) Label the data in Excel
3) Save your Excel file
4) Use the Step-by-Step Mail Merge Wizard in Word
5) Send your mails

Do it yourselves!

More advanced messages

Dear Mr/Ms _____,

The names are wrong

Thank you for your hard work this semester. Here is your mark on the final exam:

correct answers/60 = *score out of 6*
personal comment

Too many digits after the decimal

You will receive your mark for the class from the school administrator in a few weeks. Enjoy your summer and I look forward to seeing you again next year.
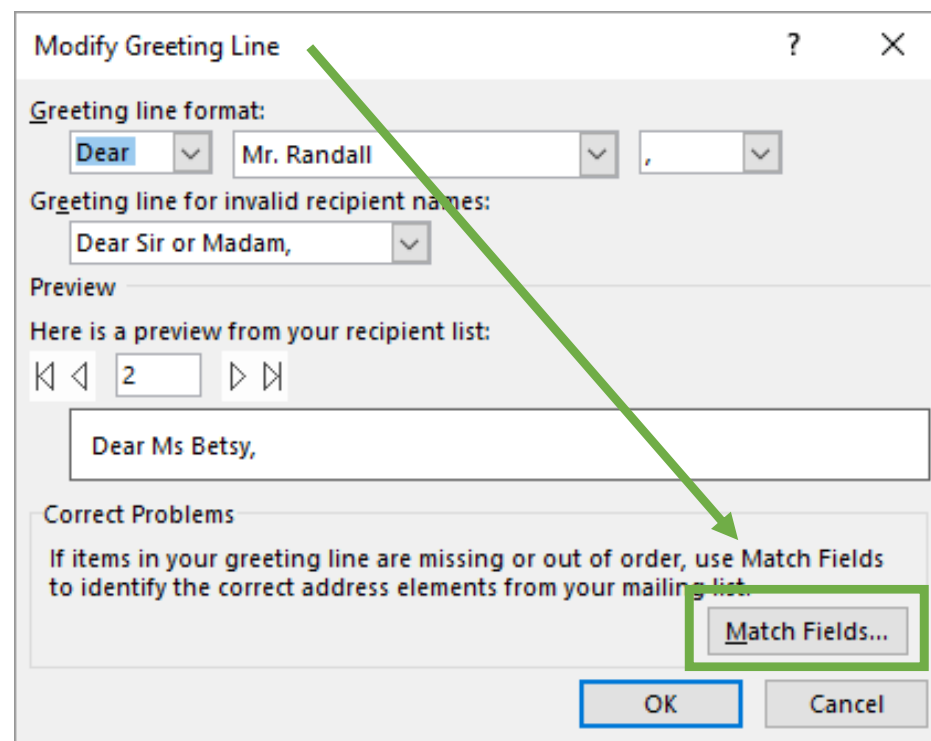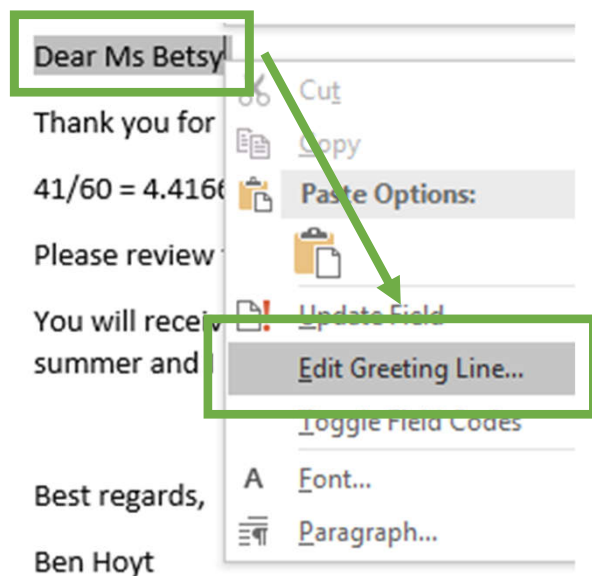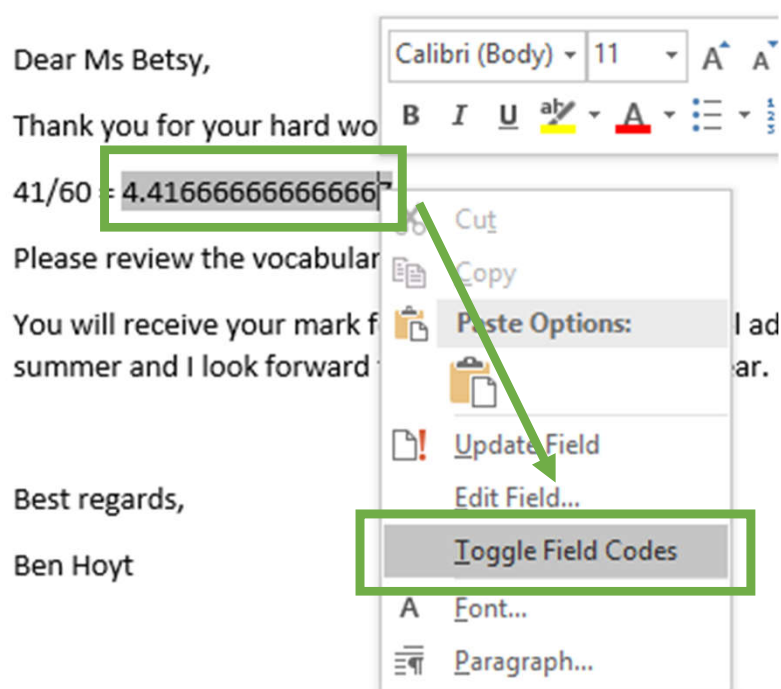
Best regards,
Ben Hoyt

More advanced messages

Right-click on the greeting line

More advanced messages

1) Right click the number

2) Toggle field codes:

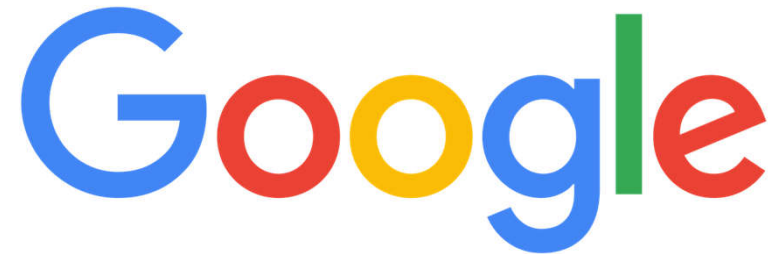   4.416666666666667

   becomes
   { MERGEFIELD "score" }

3) Edit to

   { MERGEFIELD "score"\# "0.0" }

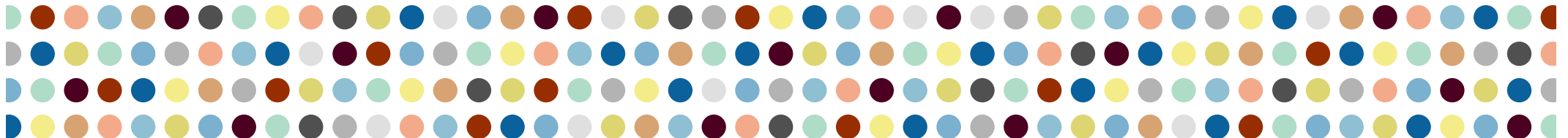4) Toggle field codes again and go to next recipient to update the view

More advanced messages

Google

Search for:

- {your problem} mail merge word {version}
- [Too many digits mail merge word 2016](#)

Questions?

Presentation and documents at:

http://benteachesenglish.com/etas/pd2017-mail-merge/

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