

Instructions for sending mass emails with Mozilla Thunderbird

The following article shows how you can send mass mail using Mozilla thunderbird and the Mail Merge Add-ons.

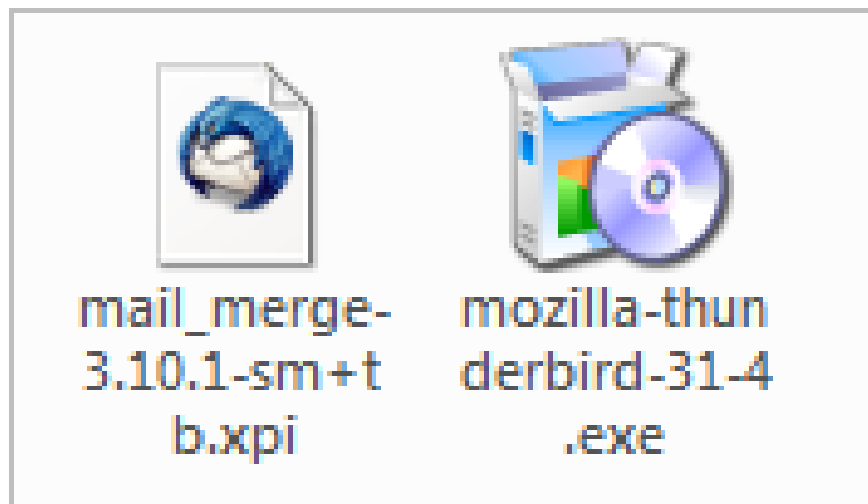
Free Thunderbird You need to send a lot of emails to invite, notify or send documents. But sending them one by one will cost you a lot of time and effort. To help you can send a series of emails quickly, you follow the article below.

The following article shows how you can send mass mail using Mozilla thunderbird and the Mail Merge Add-ons.

Step 1: Download and install Mail Merge.

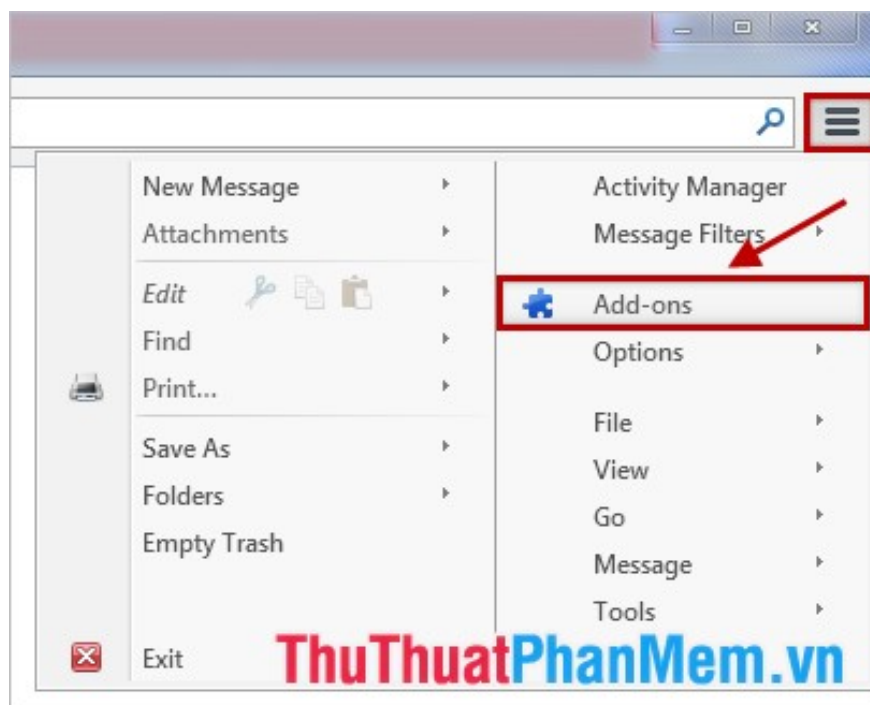
First you need to download Mozilla Thunderbird at: <https://www.mozilla.org/en-US/thunderbird/>

Next you download the Mail Merge add on: <https://addons.mozilla.org/en-us/thunderbird/addon/mail-merge/>

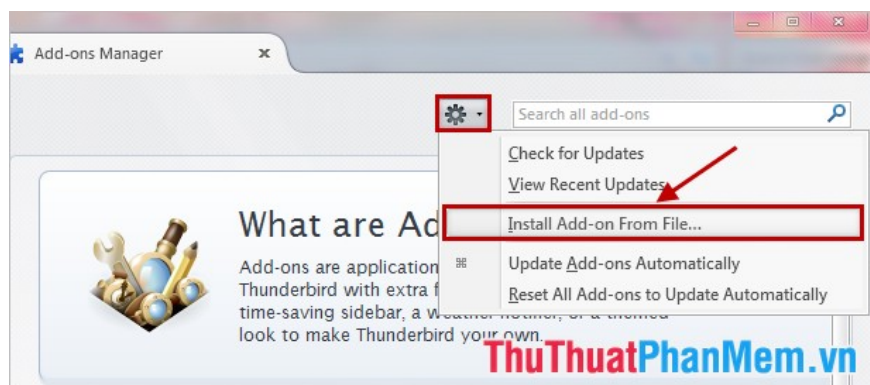


Then you run the file *mozilla-thunderbird-31-4.exe* and install according to the steps. After installing Mozilla Thunderbird, run the Mozilla Thunderbird application.

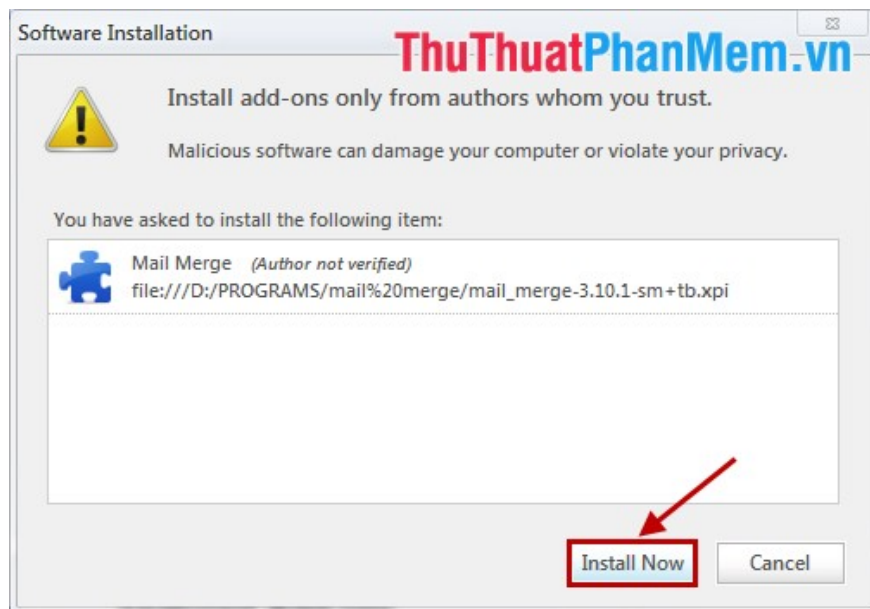
On the interface, select the Thunderbird menu and select **Add-ons**.



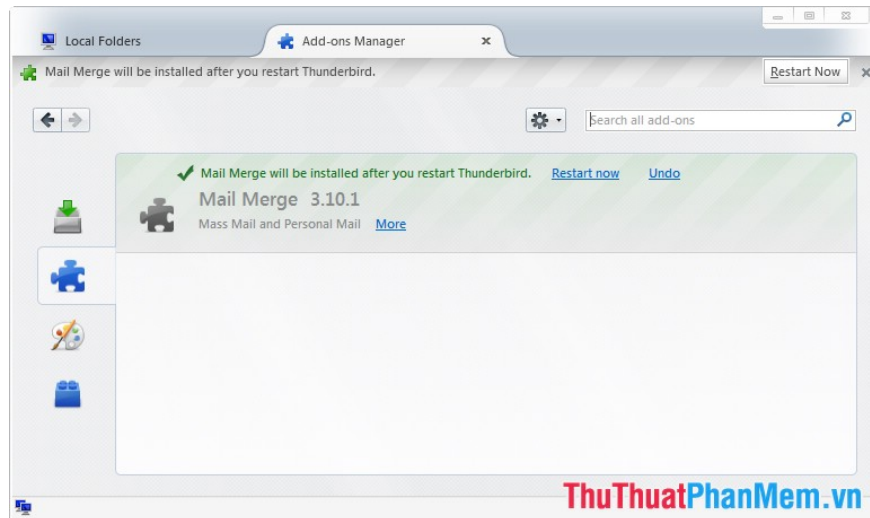
The **Add-ons Manager** tab appears, click the gear icon and choose **Install Add-on From File** .



Then the **Select add-on to install** dialog box appears, select the Mail Merge file downloaded at first (file name mail_merge-3.10.1-sm + tb.xpi). Next, click **Install Now** to install.



When the installation is completed, restart Mozilla Thunderbird.



Step 2: Create a contact list.

You open the editor, for example, Microsoft Excel and create a list of recipient addresses including the accompanying information.

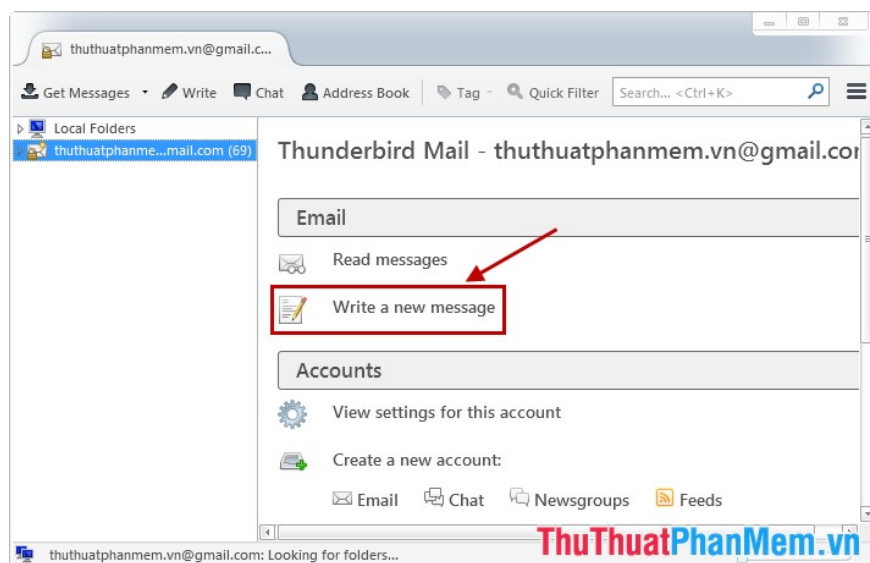
For example: NAME and EMAIL.

	A	B	C	D
1	NAME	EMAIL		
2	Thu Hoai	thuthuatphanmem.vn@gmail.com		
3	Cham Yoko	thuthuatphanmem.vn@gmail.com		
4	Mai Nguyen	thuthuatphanmem.vn@gmail.com		
5	Anh Nghia	thuthuatphanmem.vn@gmail.com		
6				

Then you save the file in .CSV format

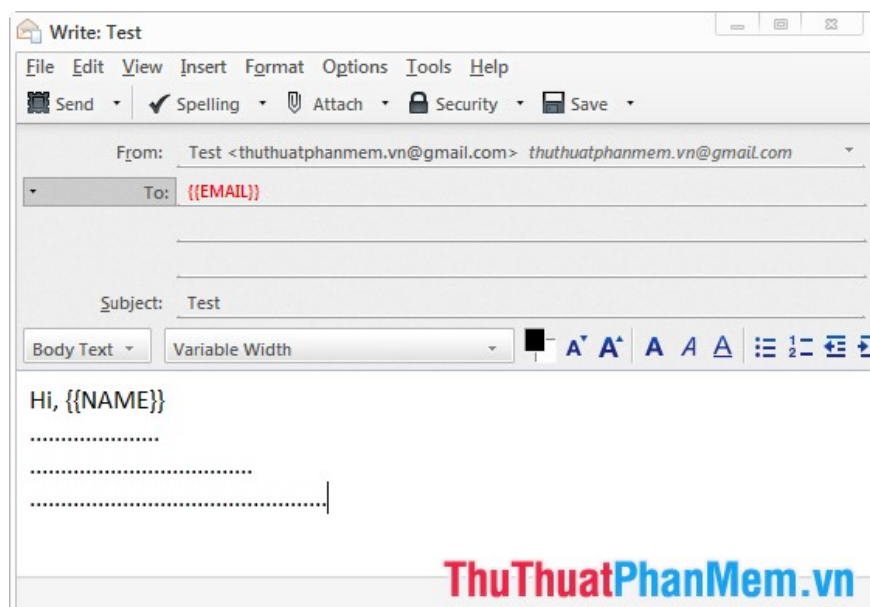
Step 3: Compose and send email.

Click **Write a new message** to open the compose interface.

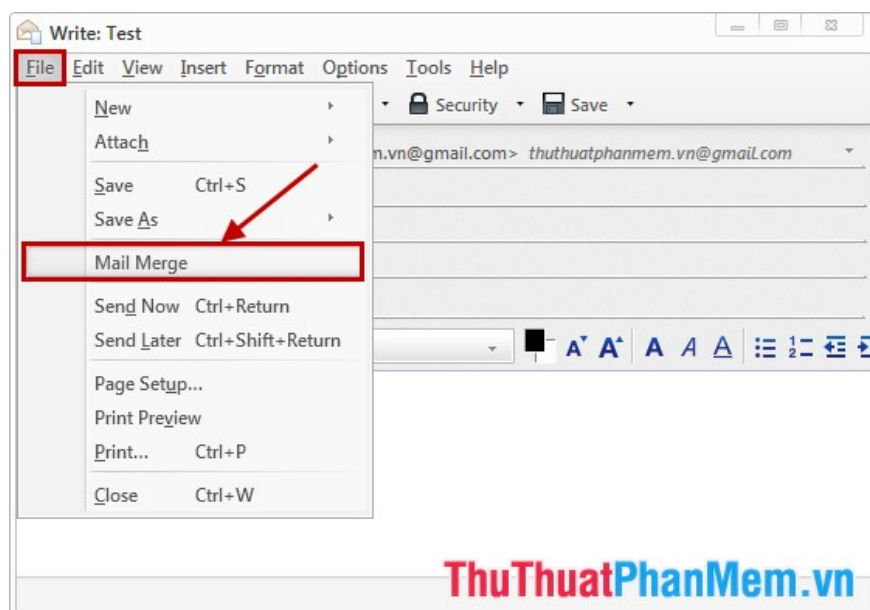


In the **To** section you use the name function corresponding to the name in the csv file. For example, in the csv file, the mail name is EMAIL, so we enter `{{EMAIL}}`.

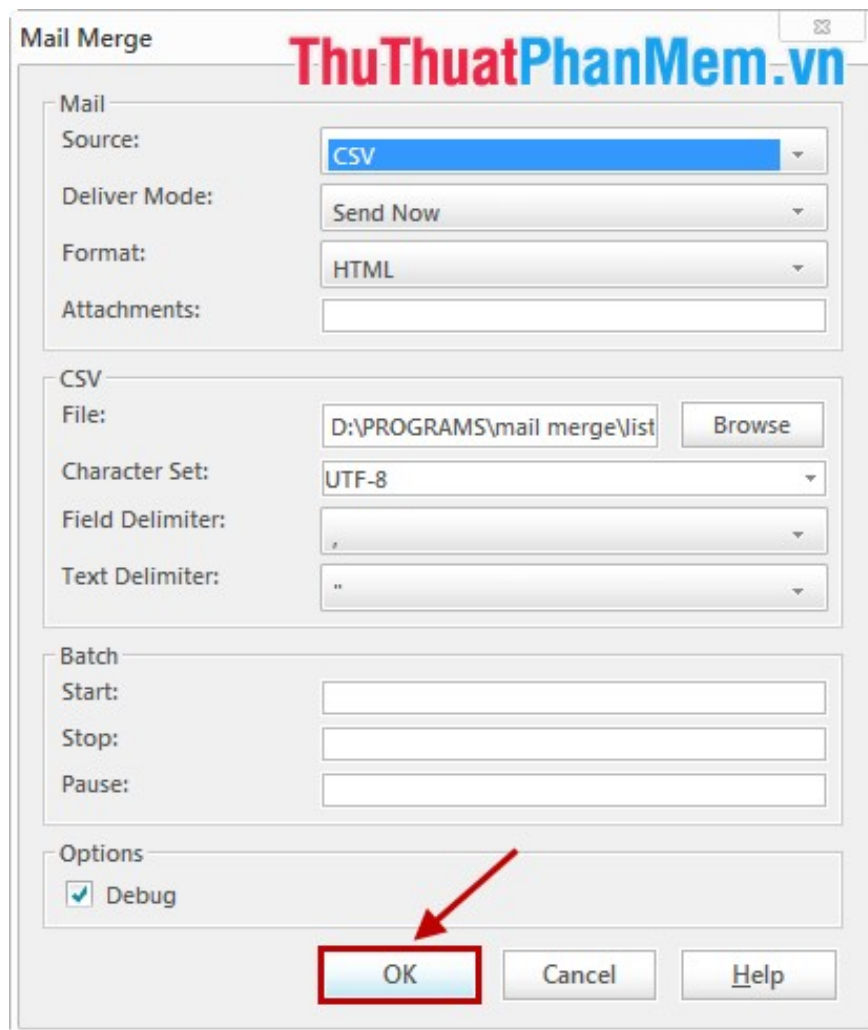
You enter the subject in the **Subject** and in the body of the message.



After composing, select **File -> Mail Merge** .



In **Mail Merge** you choose **Source** is **CSV** , **Delivery Mode** is **Send Now** , **Format** is **HTML** . In the **File** section, click **Browse** and select the CSV file saved in **Step 2** . After setup is complete you click **OK** .



As such, Mail Merge will automatically send emails in turn to the emails in the CSV file.

So you have quickly sent a series of mail using Mozilla Thunderbird, from the next time if you need to send a mass mail you just need to create a list of people you need to send mail saved in CSV format and use Mozilla Thunderbird to send . Good luck!

You finished reading the article "**Instructions for sending mass emails with Mozilla Thunderbird**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.