

# EASTERN MICHIGAN UNIVERSITY

## Methods for Sending Mass Mailings from Campus

In order of difficulty level and path of least resistance:

1. [Pasting Addresses into Bcc: Line](#)
2. [Using a Mail Distribution Group](#)
3. [Using Word Mail Merge](#)
4. [Other](#)

### **Pasting Addresses into Bcc: Line**

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The EMU outgoing email limit does not affect this mass mailing option. If one mail is sent with 10 Bcc: entries, the outgoing mail is counted as 1 mailing.

Steps for pasting email addresses into the Bcc: line from Excel spreadsheet:

1. Use mouse to select each email address from Excel spreadsheet.
2. Copy email addresses into Notepad
3. Copy email address from notepad into Bcc: line of email (MS Outlook). This has not been tested with Thunderbird.

### **Using a Mail Distribution Group**

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The EMU outgoing email limit does not affect this mass mailing option. If one mail is sent with 10 Bcc: entries, the outgoing mail is counted as 1 mailing.

Send in a request to network services for a mail distribution group. A spreadsheet with the email addresses will be needed. Once the group is created, the distribution group can be used in the **Bcc:** line of the outgoing mail.

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### Using Word Mail Merge

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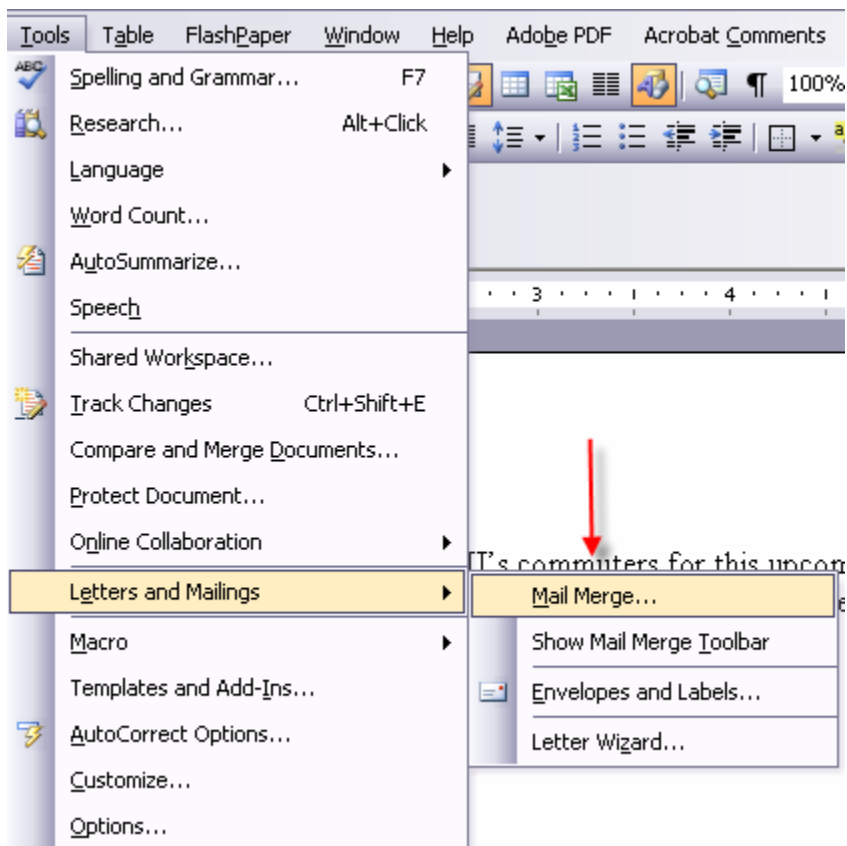
This is a good option if the mailing needs to be personalized. For example if you want to address the student by name and add billing information (e.g. Dear Joe Eagle, please pay you remaining bill of \$125 dollars to prevent from being drop from this falls classes).

This option has the following requirements:

- A work station with a static IP
- An increased limit for sending mass mailings on that assigned static IP. The default is 60 to 120 out going mails per hour.
- A machine with at least 2 GHz processor and 2 Gb of memory.

### Starting the Mail Merge Process

1. Click Tools from the Tool menu bar
2. Click the Letters and Mailings menu item
3. Click Mail Merge



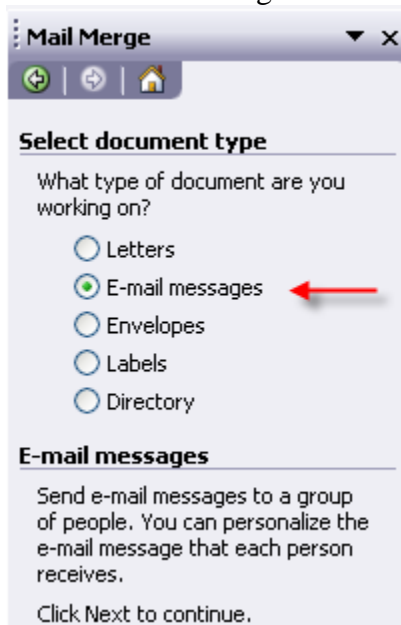
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### Set Up the Mail Merge and Send Mailing

After step 1 is complete the following pain will be displayed in the right side panel of Word.

Click E-mail messages



Walk through the six step process provided by Word.

1. Select Document Type
2. Select Starting Document
3. Select Recipients
4. Write Your e-mail Message
5. Preview Your e-mail Message
6. Complete the Merge

### Other

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Business Systems Support is aware of two departments using software packages to deliver mass mailings. One package was development in-house and the other was acquired from a 3<sup>rd</sup> party vendor. Contact [Ken Adkins](#) if you would like to know more about the other two options.