

Sending a mass e-mail

In this guide, you will find instructions about sending a mass e-mail in Outlook.

 [Eesti keeles](#)

The settings must be made in the following order:

1. **Microsoft Outlook**
2. **Microsoft Word**

NB! When the letters have been sent, it is recommended to change the settings back to the way they were before.

Guides

1. If you use a personal mailbox and replies to sent letters can come to the same mailbox, then you only need to follow the steps on Word's side.

2. If you use a shared mailbox, you need to create a new profile and attach it only to this mailbox. To do this, select **File Account Settings Manage Profiles**.



Info

Open & Export

Save As

Save Attachments

Print

Account Information



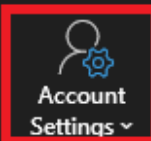
@ut.ee

Microsoft Exchange



Add Account

1



Account
Settings

Account Settings

Change settings for this account or set connections.

- Access this account on the web.

<https://outlook.office365.com/owa/>



Account Settings...

Add and remove accounts or change existing connection settings.



Account Name and Sync Settings

Update basic account settings such as account name and folder sync settings.



Delegate Access

Give others permission to receive items and respond on your behalf.



Download Address Book...

Download a copy of the Global Address Book.



Manage Mobile Notifications

Set up SMS and Mobile Notifications.



Change Profile

Restart Microsoft Outlook and choose a different profile.

2

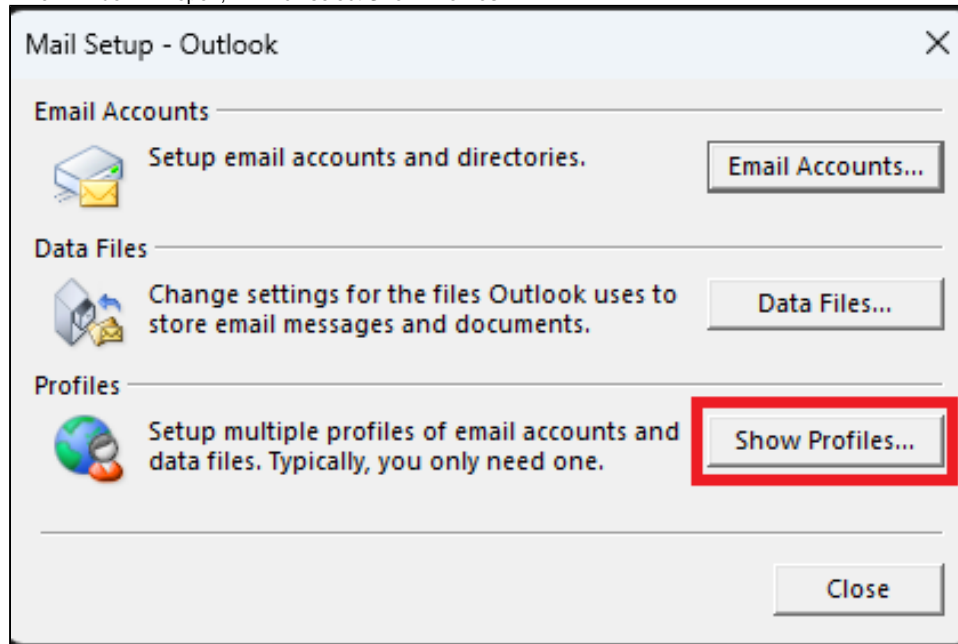


Manage Profiles

Add and remove profiles or change existing profile settings.

Manage COM

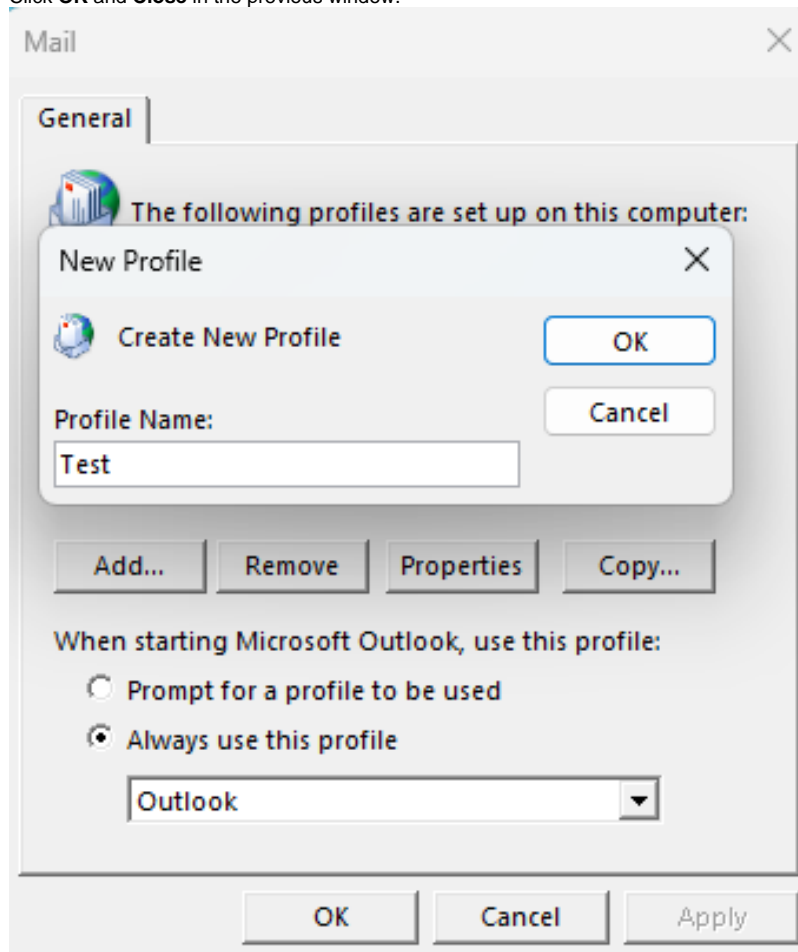
3. A new window will open, in which select **Show Profiles**.



4. Next, select **Add**. Give the new profile a name. Press **OK**.
According to your wish, choose to ask which profile to use every time you open Outlook (**Prompt for a profile to be used**) or select the created profile from the drop-down menu as the default option (**Always**

use this profile).

Click **OK** and **Close** in the previous window.



5. A new window will open, where you have to fill in the cells as follows:

Your Name: First and last name.

Email address: the email address of the mailbox to be added.

Password (two boxes): UT personal account password twice.

Click **Next**.

In the next two windows, press **Next** and **Finish** again.

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

☒ **Email Account**

Your Name:
Example: Ellen Adams

Email Address:
Example: ellen@contoso.com

Password:

Retype Password:

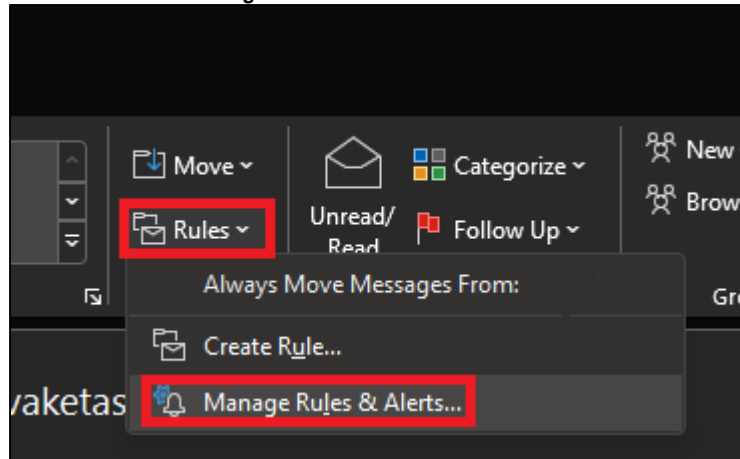
Type the password your Internet service provider has given you.

☐ Manual setup or additional server types

< Back **Next >** Cancel Help

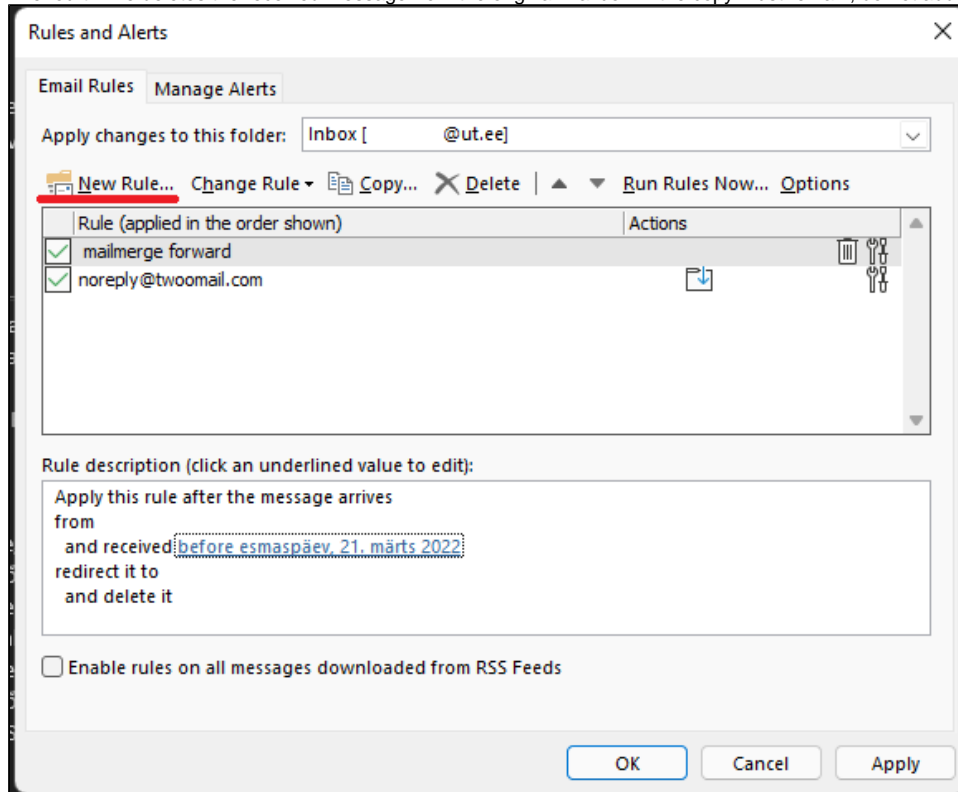
6. If O365 asks to log in, write the user ID in the form [userid@ut.ee](#), password and perform two-step authentication.
7. When you restart Outlook according to the choice made in point 4, a new profile will immediately open or ask you which profile to use.
8. Once the profile has been selected and Outlook has loaded the profile, you can proceed to the Word settings.

9. If the replies to sent letters must go to some other email address, a corresponding rule must be created in Outlook. Select **Home Rules Manage Rules & Alerts**.



10. In the new window, **select the mailbox to which the rule must apply (Apply changes to this folder)**.
11. To create a new rule, press **New Rule**. A new window will open, where you can select the appropriate criteria as shown in the picture below in the **Rule description** cell. To change the attributes of the criteria, **click on the blue text after the corresponding criterion**.
- The first line specifies which email addresses the rule applies to.
 - The second line specifies the time period when the rule applies. If no time limit is needed, do not add this criterion.
 - The third line specifies the email address where the replies should go.

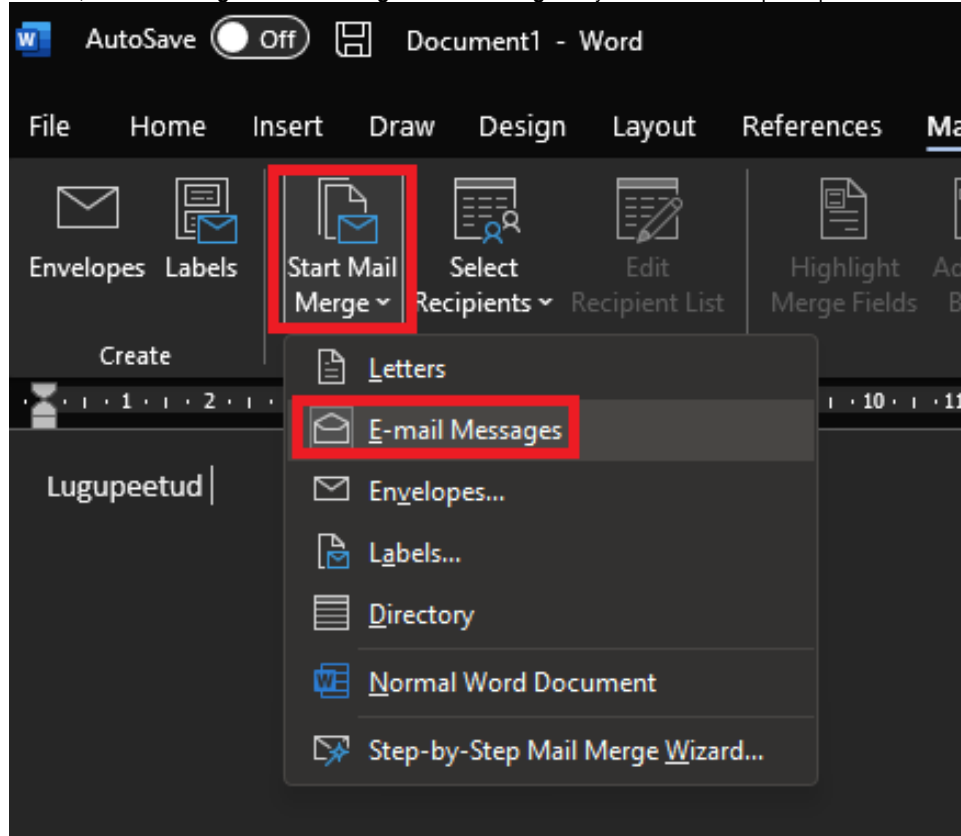
- The fourth line deletes the received message from the original mailbox. If the copy must remain, do not add this criterion.



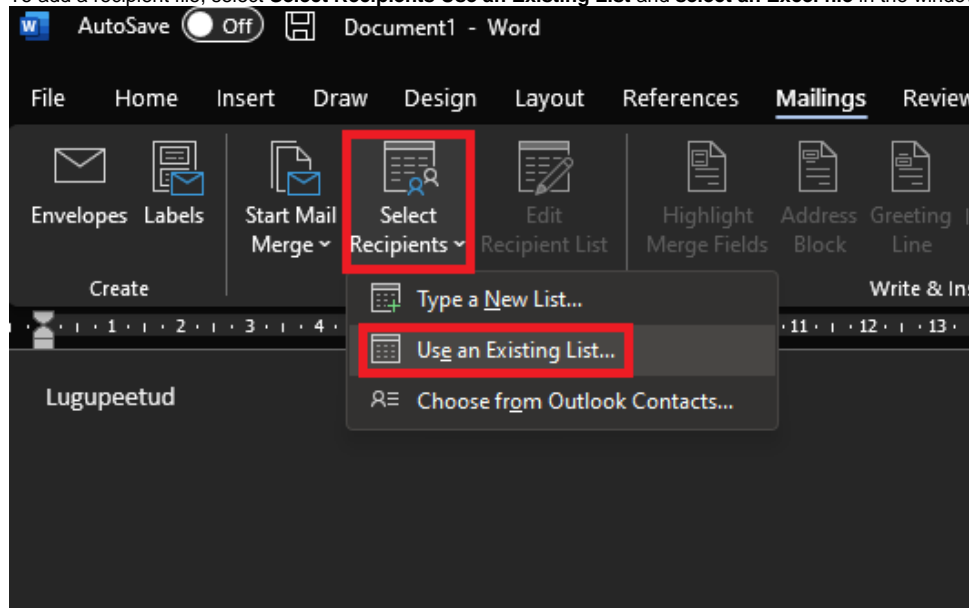
12. Once the rule is set, press **OK** and move to Word settings.

1. **Open the template of the letter you are sending.** Must be customized in HTML or the layout will be messed up.
2. In an Excel file that contains information (names, e-mail addresses, etc.) fields must have a first line with column names.

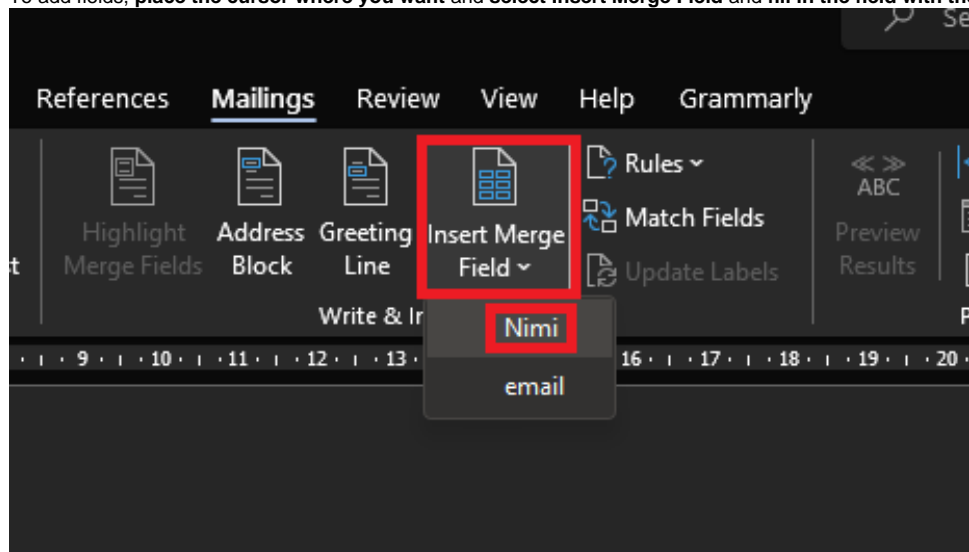
3. In Word, choose **Mailings Start Mail Merge E-mail Messages**. If you need to interrupt or update the Excel file during the setup, click **Normal Word Document** and start again after making changes.



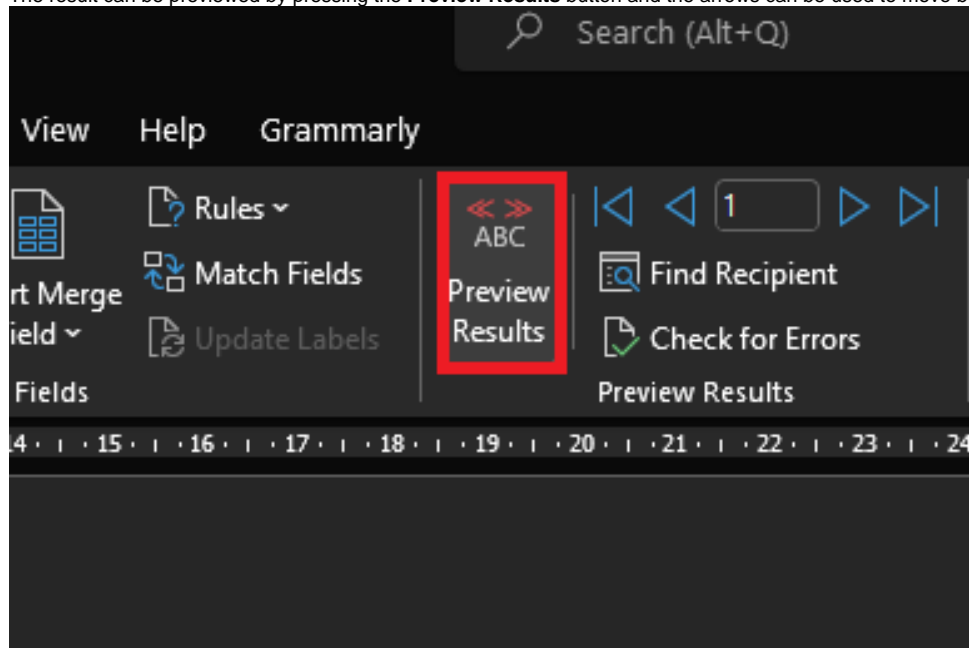
4. To add a recipient file, select **Select Recipients Use an Existing List** and select an **Excel file** in the window that opens.



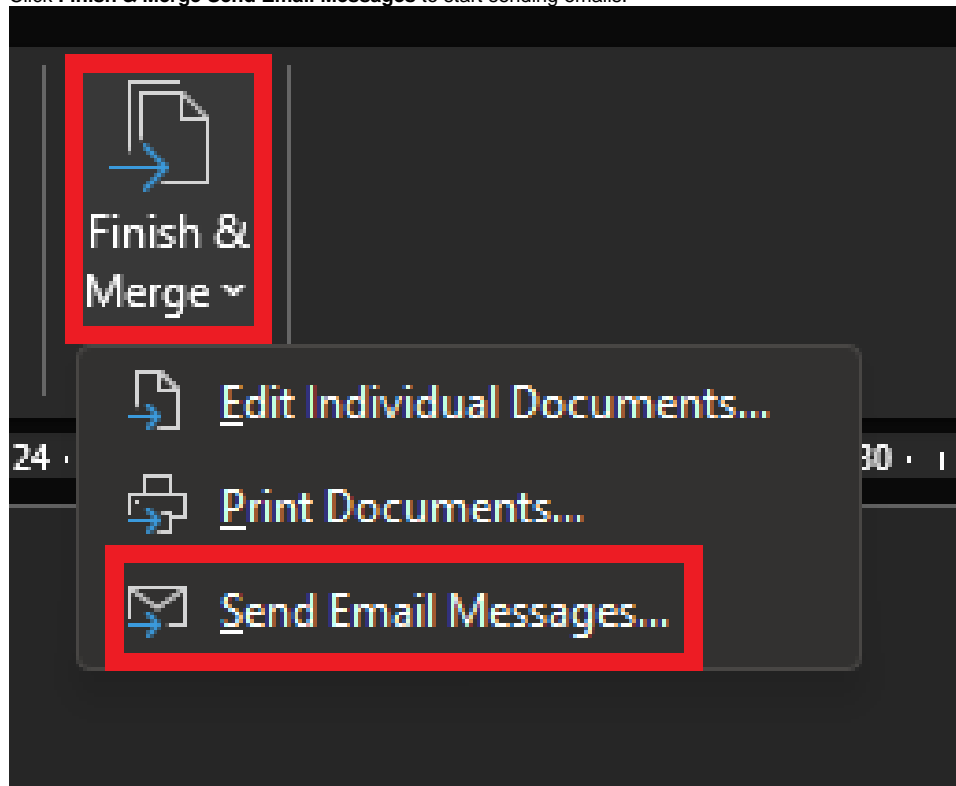
5. To add fields, place the cursor where you want and select **Insert Merge Field** and fill in the field with the desired information.



6. The result can be previewed by pressing the **Preview Results** button and the arrows can be used to move between letters.



7. Click **Finish & Merge Send Email Messages** to start sending emails.



8. A new window will open.
To: select an email address (with the same name as the column name in the Excel file).

Subject Line: insert the title.
Press **OK** to confirm sending.

Merge to E-mail ? X

Message options

To: email v

Subject line:

Mail format: HTML v

Send records

☒ **All**

☐ **Current record**

☐ **From:** **To:**

OK Cancel

9. When the letters have been sent, it is recommended to change the settings back to the way they were before.