

How to send a mail merge with personalized attachments (using Mailmeteor)


This guide provides information on how to send a mail merge with personalized attachments (i.e. each of your recipients receive a unique and personalized file). This is very useful in different cases, such as:

- Sending invoices to your customers;
- Bi-weekly or monthly payslips to your employees;
- Students grades and/or electronic diplomas;
- And many more use cases!

Tutorial

Here's how to attach personalized attachments in Gmail (using Mailmeteor):

1. Create a new spreadsheet in Google Sheets (or open your spreadsheet)
2. Fill it with your contact list as well as other columns if you want to personalize your emails as well with variables (such as Firstname);


 Mail merge with personalized attachments - Demo spreadsheet with Mailmeteor ☆ 📁 ☁

File Edit View Insert Format Data Tools Add-ons Help [Last edit was seconds ago](#)

100% \$ % .0 .00 123 Default (Ari... 10 B I S A 🔍 📐 📏 ☰

A1	fx	Firstname					
	A	B	C	F	G	H	I
1	Firstname	Email	Company				
2	Sally	hello@mailmeteor.com	NASA				
3	Neil	neil@mailmeteor.com	Space X				
4	Emma	emma@mailmeteor.com	Blue Origin				
5	Peter	peter@mailmeteor.com	European Space Agency				
6							
7							

3. Now, add a column named "Attachments"

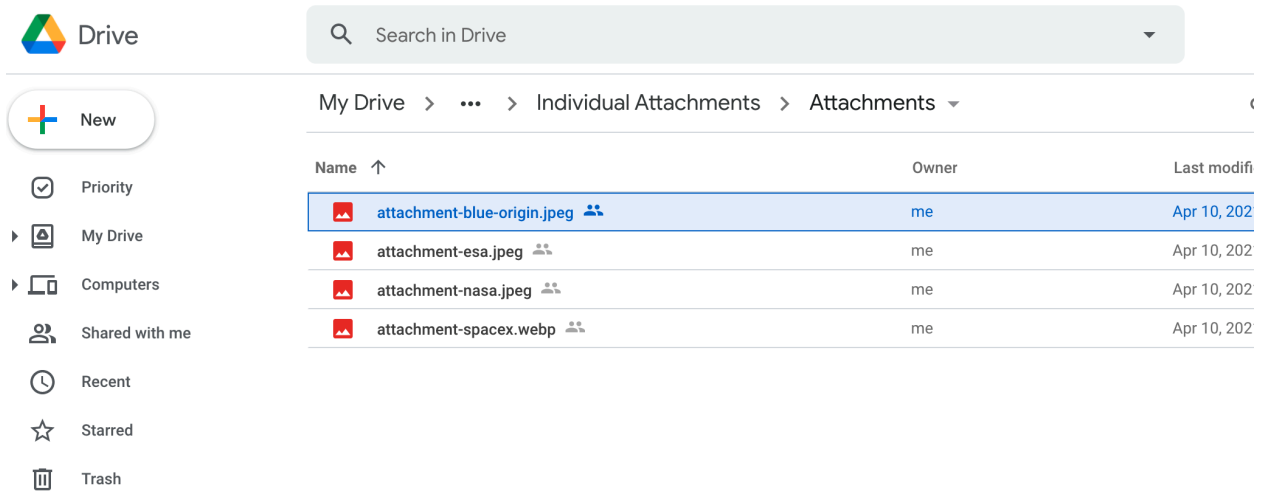
 Mail merge with personalized attachments - Demo spreadsheet with Mailmeteor ☆ 📁 ☁

File Edit View Insert Format Data Tools Add-ons Help [Last edit was seconds ago](#)

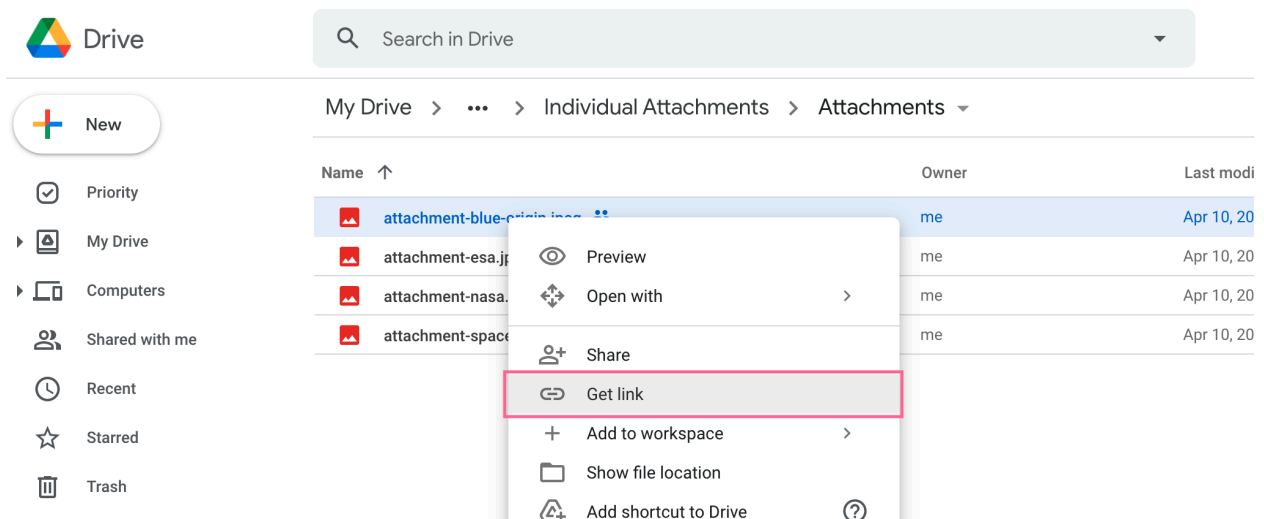
100% \$ % .0 .00 123 Default (Ari... 10 B I S A 🔍 📐 📏 ☰

D2	fx					
	A	B	C	D	E	F
1	Firstname	Email	Company	Attachment		
2	Sally	hello@mailmeteor.com	NASA			
3	Neil	neil@mailmeteor.com	Space X			
4	Emma	emma@mailmeteor.com	Blue Origin			
5	Peter	peter@mailmeteor.com	European Space Agency			
6						

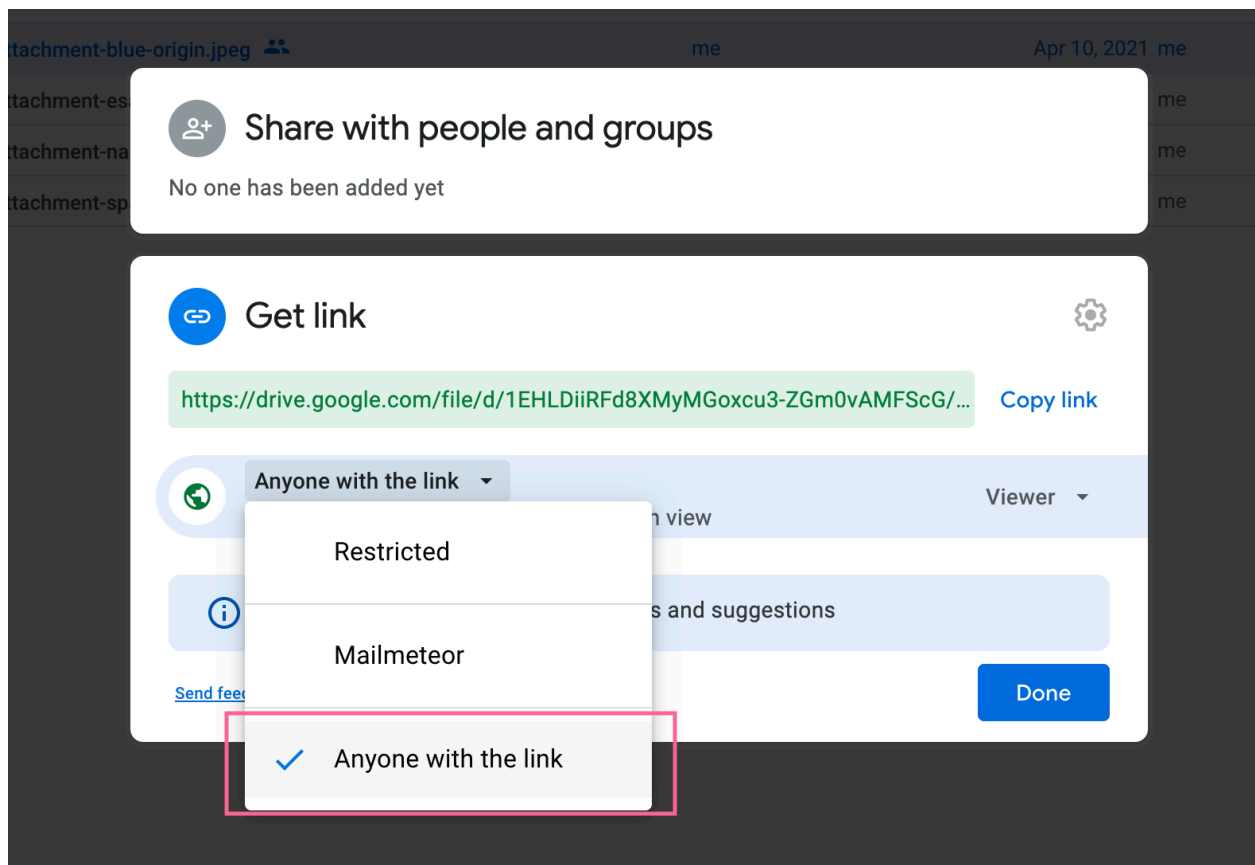
4. Now, create a folder on Google Drive and upload all your files to it.



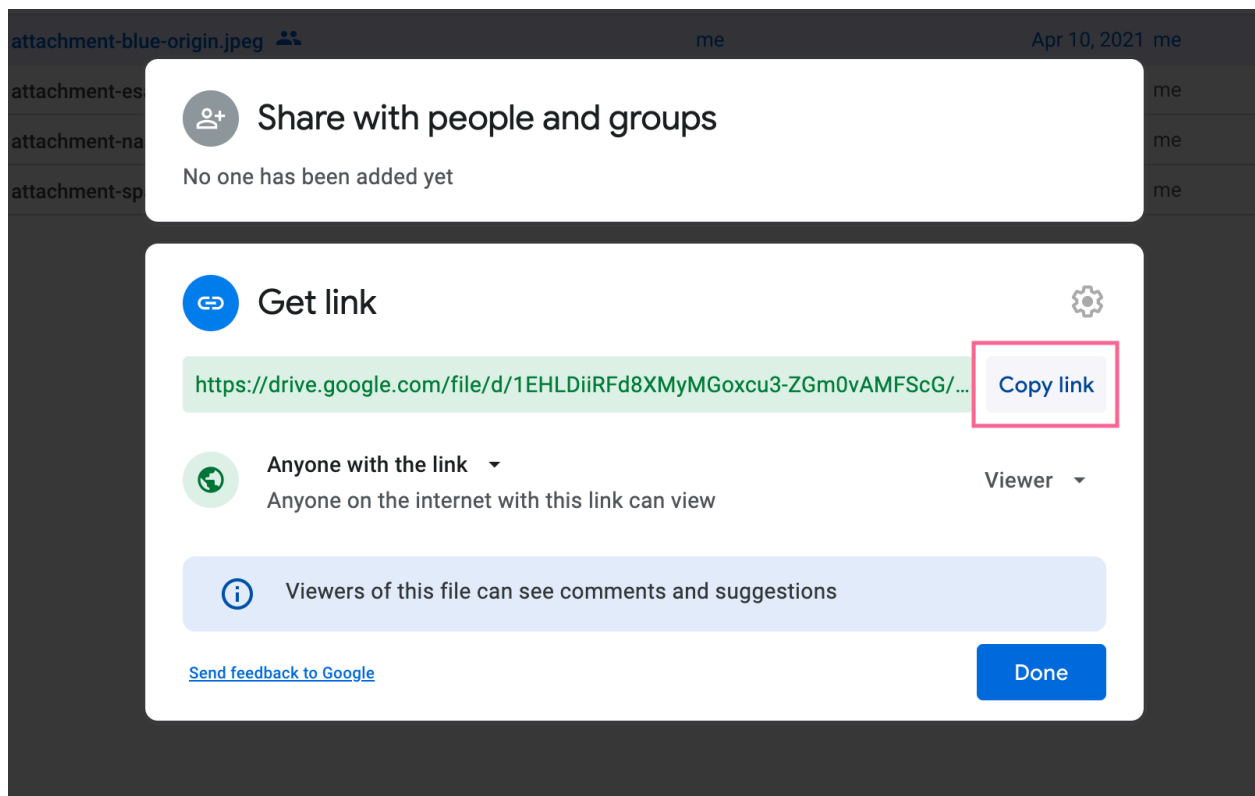
5. Select a file. Right click on it, then select “Get link”



6. In the popup, make sure your file is set to “Visible to anyone with the link”



7. Once visibility is set to “Anyone with the link”, **click on “Copy link”**



Note: Mailmeteor recommends that you upload your files on Google Drive - for ease of use. But you can use any other hosting solution, such as Dropbox or Amazon S3, as well as your own servers.

- Back to your spreadsheet, paste the link in the recipient's row (e.g. the first row)

Mail merge with personalized attachments - Demo spreadsheet with Mailmeteor

File Edit View Insert Format Data Tools Add-ons Help Last edit was seconds ago

100% \$ % .0 .00 123 Default (Ari... 10 B I S A

D2 fx https://drive.google.com/file/d/18sWp6zchC0PIQakZPgRoZkNr4aFTii-/view?usp=sharing

	A	B	C	D	E	F
1	Firstname	Email	Company	Attachment		
2	Sally	hello@mailmeteor.com	NASA	https://drive.google.com/file/d/18sWp6zchC0PIQakZPgRoZkNr4aFTii-/view?usp=sharing		
3	Neil	neil@mailmeteor.com	Space X			
4	Emma	emma@mailmeteor.com	Blue Origin			
5	Peter	peter@mailmeteor.com	European Space Agency			
6						

- Repeat the steps 5 to 8 with each file. If you don't want to send a personalized attachment to one of your recipients, just skip it.

Mail merge with personalized attachments - Demo spreadsheet with Mailmeteor

File Edit View Insert Format Data Tools Add-ons Help Last edit was seconds ago

100% \$ % .0 .00 123 Default (Ari... 10 B I S A

D5 fx https://drive.google.com/file/d/184bslQ0TpaUgcbMMqP1LQKCMeyuDBN0S/view?usp=sharing

	A	B	C	D	E	F
1	Firstname	Email	Company	Attachment		
2	Sally	hello@mailmeteor.com	NASA	https://drive.google.com/file/d/18sWp6zchC0PIQakZPgRoZkNr4aFTii-/view?usp=sharing		
3	Neil	neil@mailmeteor.com	Space X	https://drive.google.com/file/d/1ZM4yHAN8kMawCyY4_QHCAI/view?usp=sharing		
4	Emma	emma@mailmeteor.com	Blue Origin	https://drive.google.com/file/d/1EHLDiIRFd8XMyMGoxcu3-ZG/view?usp=sharing		
5	Peter	peter@mailmeteor.com	European Space Agency	https://drive.google.com/file/d/184bslQ0TpaUgcbMMqP1LQKCMeyuDBN0S/view?usp=sharing		
6						

- Now open [Mailmeteor](#) from the "Add-ons" menu in Google Sheets.
If you don't have Mailmeteor yet, learn [how to install it](#).

Mail merge with personalized attachments - Demo spreadsheet with Mailmeteor

File Edit View Insert Format Data Tools Add-ons Help Last edit was seconds ago

100% \$ % .0 .00 123 Default (Ari... 10 B I S A

D5 fx https://drive.google.com/file/d/184bslQ0TpaUgcbMMqP1LQKCMeyuDBN0S/view?usp=sharing

	A	B	C	D	E	F
1	Firstname	Email	Company	Attachment		
2	Sally	hello@mailmeteor.com	NASA			
3	Neil	neil@mailmeteor.com	Space X			
4	Emma	emma@mailmeteor.com	Blue Origin			
5	Peter	peter@mailmeteor.com	European Space Agency	https://drive.google.com/file/d/184bslQ0TpaUgcbMMqP1LQKCMeyuDBN0S/view?usp=sharing		
6						
7						
8						
9						
10						

Document add-ons

- Mailmeteor: Mail Merge for Gmail
- Get add-ons
- Manage add-ons

Open Mailmeteor

- Tracking report
- My account
- Help

11. In Mailmeteor, write your email's content. For example:

Subject: Your latest payslip
Hi {{ Firstname }}, Please find attached your latest payslip! Thanks a lot for your hard work. Best Your lovely HR

12. Once your write-up is ready, save it then **click on “Send emails”**.

Mailmeteor



You can email **1500** / 1500 recipients with Mailmeteor

Sender name

Your lovely HR

Options

☒ Track emails opened and clicked

@ [Send emails from an alias](#)

Email template

Your latest payslip!



[Create a new template](#) - [Manage templates](#)

Summary

Sending from **hello@mailmeteor.com** to recipients in **column B**.



Preview emails

Send emails



Your emails will shortly be sent!

Conclusion

This guide about sending a mail merge with personalized attachments has been written by Mailmeteor's team. If you want to learn more about mail merge, attachments and comets, look at our official website: [Mailmeteor.com](https://mailmeteor.com).

You can also look at our other guide on [how to send a mail merge with attachments \(non-personalized\)](#). Note that you can of course use both techniques and send mass emails with personalized and non-personalized attachments!