3.5 MAILMERGE
MAILMERGE – meaning and uses

- To send one same message with specific contents for each recipient:
  - Name
  - Organization
  - Email
  - Specific issue

- To be used:
  - Call for a meeting for only a specific group (heads of agencies, donors...)
  - Request for data on the 1st of each month
  - ...

• Configure the account to send the email.
• Preferably the fscluster.org email account

• If not configured on the outlook, check with your IT in country to do the following process (administrator rights requested)
MAILMERGE – pre email
MAILMERGE – pre email
Fill in the information below:
The field for “Your Name:” [Country] Food Security Cluster
The “E-mail Address:” info.xxxx@fscluster.org
Account type: IMAP
Incoming/outgoing server: mx3.kmsmx.com
Unsername: info.xxxx@fscluster.org
Password: the one provided
When fields are completed, click “More Settings …”, NOT “Next >”
MAILMERGE – pre email
- Create the list of recipients in excel

<table>
<thead>
<tr>
<th>#</th>
<th>SURNAME</th>
<th>NAME</th>
<th>COUNTRY</th>
<th>EMAIL</th>
<th>FUNCTION</th>
<th>ORGANIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Michael</td>
<td>Patricia</td>
<td>Somalia</td>
<td><a href="mailto:patricia.michael@wfp.org">patricia.michael@wfp.org</a></td>
<td>FSC IMO</td>
<td>WFP</td>
</tr>
<tr>
<td>14</td>
<td>Monnetta</td>
<td>Cinzia</td>
<td>WFP HQ</td>
<td><a href="mailto:cinzia.monnetta@wfp.org">cinzia.monnetta@wfp.org</a></td>
<td>VAM officer</td>
<td>WFP</td>
</tr>
<tr>
<td>15</td>
<td>Negn</td>
<td>Carlotta</td>
<td>gFSC</td>
<td><a href="mailto:carlotta.negn@wfp.org">carlotta.negn@wfp.org</a></td>
<td>IM</td>
<td>gFSC</td>
</tr>
<tr>
<td>16</td>
<td>Rony</td>
<td>Mohammad</td>
<td>Bangladesh</td>
<td><a href="mailto:rony.bossain@fscluster.org">rony.bossain@fscluster.org</a></td>
<td>FSC IMO</td>
<td>FSC</td>
</tr>
<tr>
<td>17</td>
<td>Sidibe</td>
<td>Karamoko</td>
<td>Mali</td>
<td><a href="mailto:karamoko.sidibe@weithungerhilfe.de">karamoko.sidibe@weithungerhilfe.de</a></td>
<td>FSC co-chair</td>
<td>Weithungerhilfe</td>
</tr>
<tr>
<td>18</td>
<td>Torgersen</td>
<td>Christopher</td>
<td>Nigeria</td>
<td><a href="mailto:christopher.torgersen@fao.org">christopher.torgersen@fao.org</a></td>
<td>FSC IMO</td>
<td>FAO</td>
</tr>
<tr>
<td>19</td>
<td>Vaktskjold</td>
<td>Aalid</td>
<td>Stand-by partner</td>
<td><a href="mailto:aalid.vaktskjold@nihm.no">aalid.vaktskjold@nihm.no</a></td>
<td>Professor</td>
<td>NORCAP</td>
</tr>
<tr>
<td>20</td>
<td>Wickland</td>
<td>Ashley</td>
<td>USA</td>
<td><a href="mailto:ashwickland@gmail.com">ashwickland@gmail.com</a></td>
<td>NA</td>
<td>Samanth's Purse</td>
</tr>
<tr>
<td>21</td>
<td>Karokhal</td>
<td>Zia</td>
<td>Afghanistan</td>
<td><a href="mailto:ziaullah.karokhal@fao.org">ziaullah.karokhal@fao.org</a></td>
<td>FSC IMO</td>
<td>FAO</td>
</tr>
</tbody>
</table>
Dear, 
Good afternoon. We are inviting you to represent the Food Security Cluster (FSC) meeting that will take place next Thursday 23rd June at 11 am in WFP office, Splanadna 20, 3rd floor (meeting room), Kiev. 
The agenda is: 
- Partners updates 
- Updates on assessment 
- WSS updates 
- Achievements and forecast 
- Transition Plan 
- AOB 

We would like to have a monthly meeting in which participates to improve the FSC planning efficient Food Security interventions. Looking forward to seeing you on the 28th June, please confirm your attendance by Tuesday 21st June. 

With best regards, 

Astrid 
Astrid Sacristan 
Cluster Coordinator 
Ukraine Food Security Cluster 
Tel: +383 96817778 
Website and Facebook | astrid.sacristan@fsccluster.org
Dear,

Good afternoon. We are inviting you to represent the Food Security Cluster (FSC) meeting that will take place next Thursday 23rd June at 11 am in WFP office, Splanadna 20, 3rd floor (meeting room), Kiev.

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With best regards,

Astrid

Astrid Sacristan
Cluster Coordinator
Ukraine Food Security Cluster
Tel: +380 504557788
Website: astid.sacristan@fsccluster.org
MAILMERGE – email

[Image showing a computer screen with various windows open, including a data source window and a table selection window. The windows contain files and options related to data management and coordination, with a focus on selecting files and tables for mail merge.]
MAILMERGE – email

- Click on where you want to add the field and click insert merge field to select the specific field

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With best regards,

Astriid

Astriid Sacristan
Cluster Coordinator
Ukraine Food Security Cluster
Tel: +385 56551778
Website: www.foocluster.org | atriid.sacristan@fsccluster.org
Dear [Name],

Good afternoon. We are inviting you to represent [Organization] at the Food Security Cluster (FSC) meeting that will take place next Thursday 23rd June at 11am in our office, Splanadna 20, 3rd floor (meeting room), Kiev.

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With best regards,

Astrid

Astrid Sacristan
Cluster Coordinator
Ukraine Food Security Cluster
Tel: +380 50 487 3785
Skype: jacis.acsakstian | astrid.sacristan@fsccluster.org
Dear Eric,

Good afternoon. We are inviting you to represent ACF to the Food Security Cluster (FSC) meeting that will take place next Thursday 23rd June at 11 am in WFP office, Spanadina 20, 3rd floor (meeting room), Kiev.

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- Achievements and forecast
- Transition Plan
- AOB

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With best regards,

Astrid

Astrid Sacristan
Cluster Coordinator
Ukraine Food Security Cluster
Tel: +380 504657785
Skype: worldstbastian | astrid.sacristan@FSCcluster.org
Dear Eric,

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With best regards,

Astrid

Astrid Sacristan
Cluster Coordinator
Ukraine Food Security Cluster
Tel: +380 504687785
Skype: a.sacristan@FSCluster.org
Dear Erik,
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With best regards,

Astrid

Astrid Sacristan
Cluster Coordinator
Ukraine Food Security Cluster
Type the Subject of the email
MAILMERGE – email

Open the Start Menu and select “Run”

In the Run prompt type “outlook /profiles”
Opening Outlook this way will allow you to select which profile to use

Select the one created (mail merge)
MAILMERGE – email

Click ok.

EMAIL SENT!

Go and check your Outbox and Sent emails