

# Sending eMail to list of Bidders

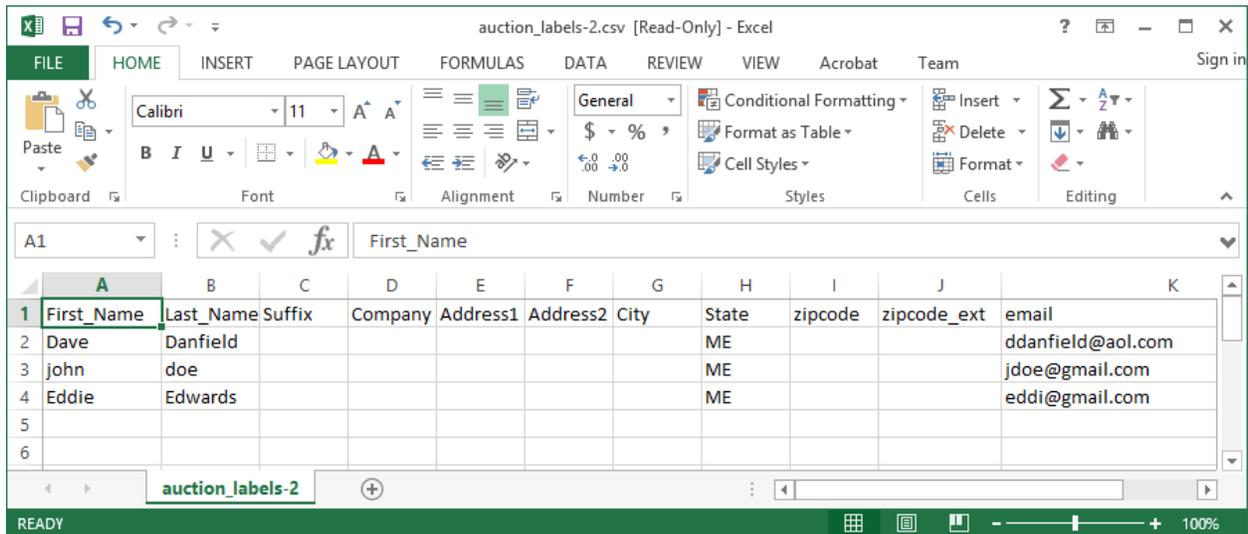
You can use the 'Mailing Labels' page to create a list of bidders and then print labels or send email to those people using the mail merge feature of Microsoft Office.

## CREATE LIST:

1. Logon to LiveAuctionIT.
2. From the Main Menu click on 'Reports' then 'Mailing Labels'.
3. Click on '**all bidders**' or one or more 'Auction Type' values and click 'Add' to move the type to the box on the right.
4. Click '**Select Bidders**'; the list of bidders will display on the page
5. Only bidders with a 'checked' checkbox will be saved. You can click those boxes individually or click 'Select All' to check them all.
6. Click the radio button 'Create comma-separated file format'
7. Click '**Save**' to save the displayed list of bidders to a CSV file. You can click 'Open with' and choose 'Microsoft Excel' if you have Office on that computer. Otherwise save the file to copy to a computer that has Office. The default filename is 'auction\_labels.csv' but you can name it whatever you like.

The screenshot shows a web browser window with the URL `127.0.0.1/bidder_labels.php?session_id=25b6218d68ab`. The page title is "Bidder Mailing Labels - LiveAuctionIT". The interface includes a navigation bar with "Home | Back | Logout" and a main heading "Bidder Mailing Labels - LiveAuctionIT". Below the heading, there is a instruction: "Check the bidders you want to print mailing labels for then click 'Save' and save the file 'auction\_labels' to your hard disk. Then use that file as the data source for Microsoft WORD mailing labels." The interface features three buttons: "Select All", "Deselect All", and "Configure XML tags". There are two lists of auction types: "Auction Type" (with a "Select Bidders" button) and "all bidders". The "Auction Type" list includes: benefit & charity, computers & electronics, estates & personal property, miscellaneous, real estate, and weekly auction. The "all bidders" list is currently empty. Below the lists, there are date selection fields: "From: Month: [ ] Day: [ ] Year: [ ] to: Month: [ ] Day: [ ] Year: [ ]". There are three radio buttons for file format: "Create xml file format", "Create html file format", and "Create comma-separated file format" (which is selected). A "Save" button is located below the radio buttons. At the bottom, there is a list of bidders with checkboxes:  Danfield, Dave , ME, , ;  doe, john , ME, , ;  Edwards, Eddie , ME, , ;

Opening in Excel will show named columns across the top of the page. You will use these column names to merge the file into mail merge or email merge.



The screenshot shows the Microsoft Excel interface with the file 'auction\_labels-2.csv' open. The ribbon includes FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW, Acrobat, and Team. The formula bar shows 'First\_Name' in cell A1. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K
1	First_Name	Last_Name	Suffix	Company	Address1	Address2	City	State	zipcode	zipcode_ext	email
2	Dave	Danfield						ME			ddanfield@aol.com
3	john	doe						ME			jdoe@gmail.com
4	Eddie	Edwards						ME			eddi@gmail.com
5											
6											

Save this file to your desktop or someplace you can locate it. Name it whatever you want but save it as a '.CSV' file. You will get a warning when you save it, just click 'Yes' to '...keep using that format'.

## SEND EMAIL

**NOTE:** Your default Outlook account will be used to send these emails. Make sure your business account is set as the default before proceeding.

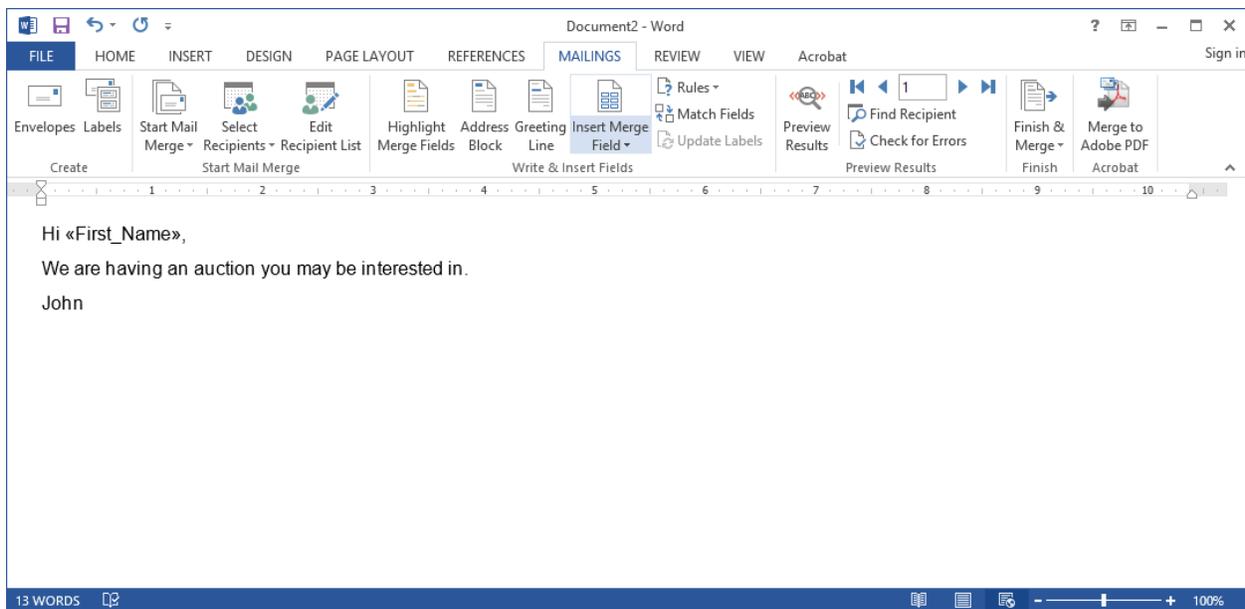
This Microsoft link explains how to send email to the list you just saved.

<https://support.office.com/en-US/article/Use-Word-mail-merge-for-email-0F123521-20CE-4AA8-8B62-AC211DEDEFA4>

1. Open Microsoft WORD
2. Create a new document.
3. Type in whatever you want to say in your email.
4. Click on 'MAILINGS'
5. Click on 'Start Mail Merge' to view a drop down menu
6. Pick 'Email Messages' from that menu.
7. Click on 'MAILINGS'
8. Click on 'Select Recipients' to view a drop down menu.
9. Pick 'Use an existing list'

10. Pick 'File Type' 'Text Files' to search for .CSV files.
11. Browse to the location of the labels Excel spreadsheet you created.
12. Customize your document if desired like a person's name.
  - a. Click the mouse at the location you want to insert something from the .CSV file.
  - b. Click 'Insert Merge Field' to view a drop down list of the columns in your Excel .CSV file.
  - c. Click the value you want to insert.

Here I have inserted the person's first name after the word 'Hi' in my document. I will be sending an email to everyone in my list and using their first name as in 'Hi Jane,'.



13. Click 'MAILINGS' then 'Preview Results' to see how the email will look when your chosen values are inserted.
14. Make corrections as needed.
15. When ready to send click 'Finish and Merge'
16. Pick 'Send Email Messages' from the drop down menu
17. Pick 'email' for the To: line. This is a column name in your Excel spreadsheet containing their email address.
18. Enter what you want for the email Subject line.
19. Pick email type html or text: as shown below.
20. Click 'OK' to send email to everyone in your list.

Merge to E-mail ? [X]

Message options

To: email [v]

Subject line: Interesting Auction

Mail format: HTML [v]

Send records

All

Current record

From: [ ] To: [ ]

OK Cancel