LAZY WAY TO CONTACT PARLIAMENTARIANS BY EMAIL

**The best way to email MPs and Senators is to address each MP and Senator individually.** Using the Excel spreadsheet with the contact details of each Parliamentarian, this can be done through **Mail Merge and choosing the email option.** In this way, each email can be addressed personally (“Dear Mr Albanese”, “Dear Senator Xenophon” etc). The alternative way of addressing each MP and Senator individually is the long process of copying and pasting email addresses and names on to separate emails.

However, if the use of Mail Merge or the much longer alternative is going to prevent you from contacting MPs and Senators, you can send emails without addressing each email individually by cutting and pasting the names below **into the “Bcc” field** of your email. When emailing a large group like this, it is far better to use the “Bcc” field than to “To” or “Cc” field, so that the scale of your group email isn’t all too obvious.

Note that these contacts are for Parliamentarians as at 31 October 2013. There will be changes to this list when two current Senate vacancies are filled and many more changes when the newly elected Senators take up their seats in July 2014.

**MEMBERS OF THE HOUSE OF REPRESENTATIVES – FEMALE (Dear Madam)**

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