



BluWave- Auto BCC Email Filing in Outlook



For support please contact: 011 462 6871 or support@bluwave.co.za.

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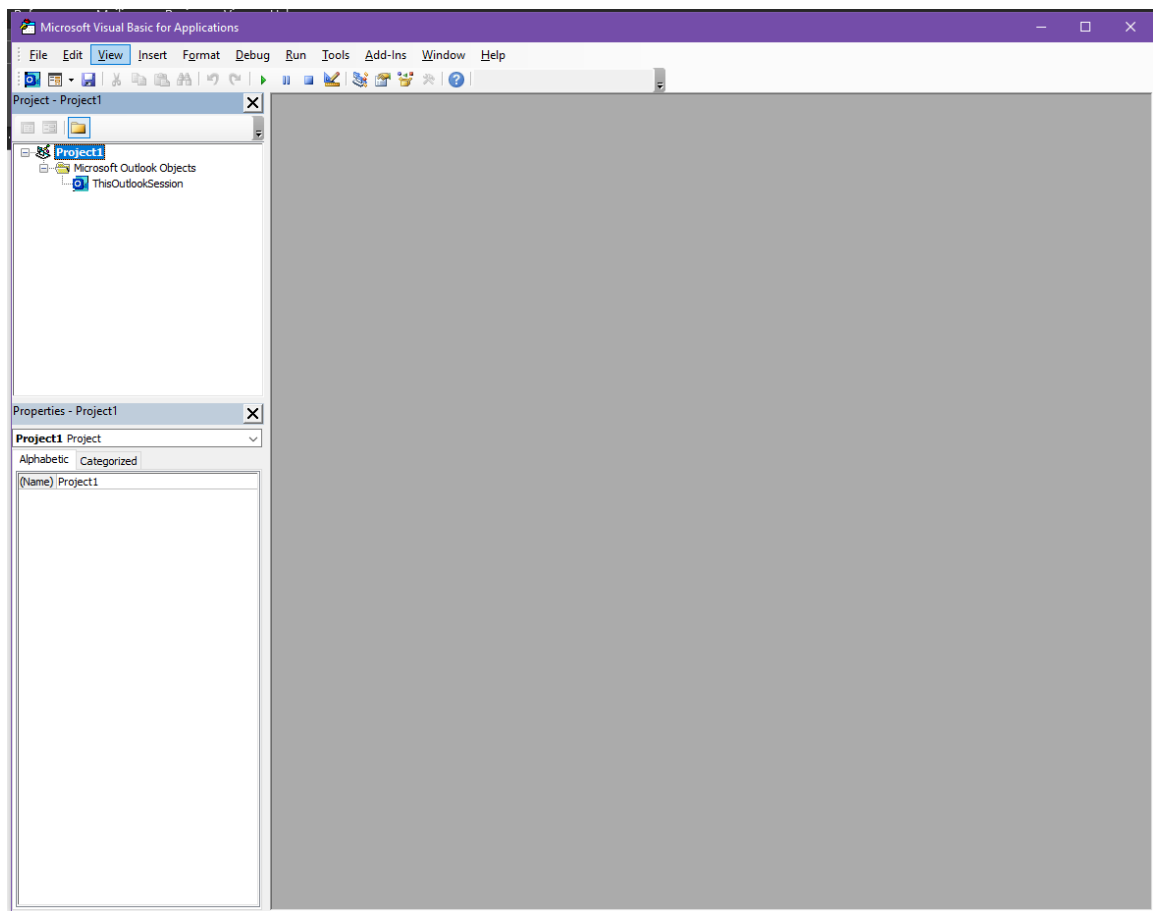
1. Introduction

If you would like Outlook to automatically BCC emailfiling@bluwave.co.za when you send emails, you can follow the steps below.

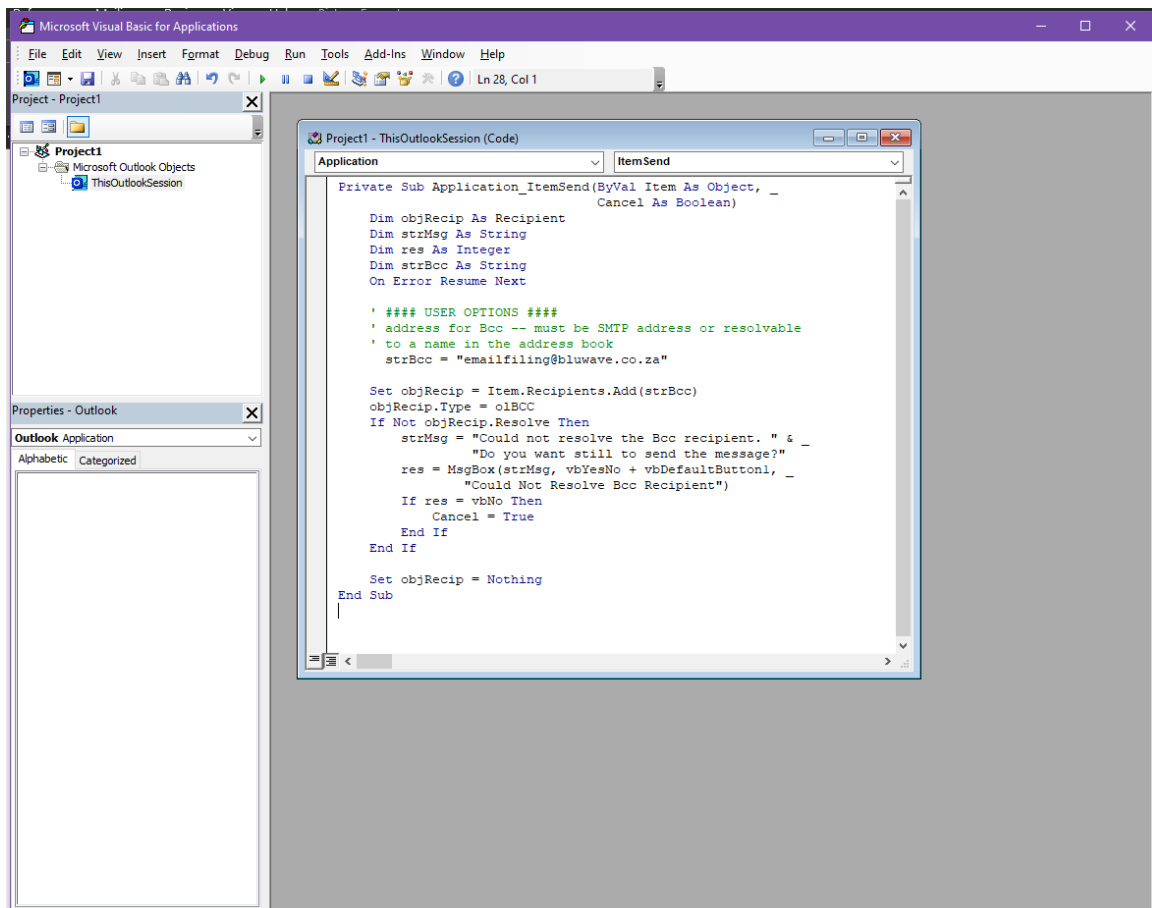
This will have to be done by each user on their own outlook.

2. Steps

1. Open Microsoft Outlook.
2. Press the **Alt + F11** keys simultaneously to open the Microsoft Visual Basic for Applications window.



3. Double click the **ThisOutlookSession** in the Project pane, this open a new window.
*If you only see Project 1 in the project pane, click on the plus to the left of the line to expand the list.



4. Copy (Ctrl + C) and Paste (Ctrl +V) the following into the new window (Project 1 – ThisOutlookSession (Code))

```

Private Sub Application_ItemSend(ByVal Item As Object, _
    Cancel As Boolean)

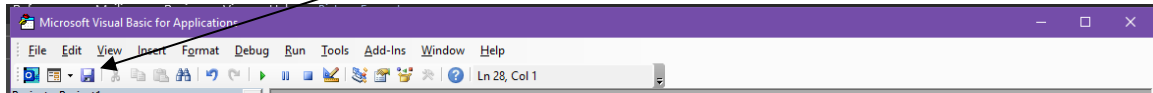
    Dim objRecip As Recipient
    Dim strMsg As String
    Dim res As Integer
    Dim strBcc As String
    On Error Resume Next

    ' ### USER OPTIONS ###
    ' address for Bcc -- must be SMTP address or resolvable
    ' to a name in the address book
    strBcc = "emailfiling@bluwave.co.za"

    Set objRecip = Item.Recipients.Add(strBcc)
    objRecip.Type = olBCC
    If Not objRecip.Resolve Then
        strMsg = "Could not resolve the Bcc recipient. " & _
            "Do you want still to send the message?"
        res = MsgBox(strMsg, vbYesNo + vbDefaultButton1, _
            "Could Not Resolve Bcc Recipient")
        If res = vbNo Then
            Cancel = True
        End If
    End If

    Set objRecip = Nothing
End Sub
    
```

5. Save the VBA code (click on the Floppy Disk Icon) and close the Microsoft Visual Basic for Applications windows.



From now on, you don't need to fill the address in the Bcc field. When you send email from your outlook, it will automatically bcc to emailfiling@bluwave.co.za as the VBA code is carrying out.