BluWave Software ©BluWave Software (Pty) Ltd



BluWave- Auto BCC Email Filing in Outlook



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

Table of Contents

1.	Introduction	3
2.	Steps	3

1. Introduction

If you would like Outlook to automatically BCC <u>emailfiling@bluwave.co.za</u> 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.

Microsoft Visual Basic for Applications	_	×
Eile Edit View Insert Format Debug Bun Iools Add-Ins Window Help		
i 🖸 🖬 • 🖟 i 최 地 (2) · 🛛 🛥 🐱 😒 😭 😼 수 i 🥥		H
Project - Project1 X		
Image: Section of the section of t		
Properties - Project1 X Project1 Project Alphabetic Categorized		, yı
((Vame)) Project1		

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.

🚰 Microsoft Visual Basic for Application <u>File Edit View Insert Format Debug Run Tools Add-Ins Window Help</u> 📴 🎫 🖌 📙 | 🐰 🗈 🛍 🛤 🖃 🥙 🔛 | 🕨 💷 🕍 | 🧏 😭 🚰 😤 🤗 | 🍞 | Ln 28, Col 1 Project - Project1 X III III 📔 Ŧ - - -🎎 Project1 - ThisOutlookSession (Code) 🗆 😸 Project1 Application √ ItemSend Microsoft Outlook Objects 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 Boc -- 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 Properties - Outlook X Outlook Application Alphabetic Categorized Set objRecip = Nothing End Sub = = <

 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 ####
    1
     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.

File Edit View losent Format Debug Run Tools Add-Ins Window Help	
🔯 🖽 - 🛃 🗍 🐘 🖄 🔠 🥙 🕐 ト 💵 🔤 🛃 💥 🐨 🐨 📯 @ Ln 28, Col 1	

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 <u>emailfiling@bluwave.co.za</u> as the VBA code is carrying out.