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To add an item to a folder in a shared mailbox, use Items.add: Set objAppt = newCalFolder.Items.Add(olAppointmentItem) Default Folder Names. The following are the default folder names to use when referencing Outlook's default folders. Add a reference to the Outlook object model in the Visual Basic editor. Then you can use the code below to send an email using outlook. Sub sendOutlookEmail()
Dim oApp As Outlook.Application Dim oMail As MailItem Set oApp = CreateObject("Outlook.application")
Set oMail = oApp.CreateItem(olMailItem) oMail.Body = "Body of the email" oMail.Subject ...Article
Summary: A step-by-step screenshot tutorial for automatically BCCing an email address for all outgoing Outlook messages. From Outlook 2007 to Outlook 2010, Microsoft removed the BCC field. Today we have a guest article from Perceptive Analytics. It explains how to send emails from Gmail and Outlook using Excel VBA. For instance, you might want to set up an automated email system to send weekly email reports to colleagues – without having to manually specify To / Subject / CC / Email body / Attachments.