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| Open Outlook and, holding down the “Ctrl” key, click “F11”. *(opens the VBA code)* |  |
| You will see something similar to the following screen:On the left, under “Project1 (VbaProject.OTM)” you’ll see “This OutlookSession”. If it’s not there, look for and click the “+” sign beside Microsoft Outlook Objects . | C:\Users\X2DNB\AppData\Local\Temp\1\SNAGHTML167d5234.PNG |
| Open the file “Session.txt”. Click “Ctrl” & “A” *(selects all the text)* and then “Ctrl” & “C” *(copies the selected text )* |  |
| Then, double click “ThisOutlookSession”That will open a blank window to the right of this window. |  |
| Click inside that window and click “Ctrl” & “V” *(pastes the selected text )* |  |
| Close the file “Session.txt”Now, right click “ThisOutlookSession” and select “Insert” and then “Module”.Again, you’ll get a blank window to the right. |  |
| Open the text file “ZipAttach.txt”.Click “Ctrl” & “A” *(selects all the text)* and then “Ctrl” & “C” *(copies the selected text )* |  |
| Go back to Outlook and click in the blank window you just created.Click inside that window and click “Ctrl” & “V” click “Ctrl” & “V” *(pastes the selected text )*Click “Ctrl” & “S” click “Ctrl” & “V” *(saves the VBA file)*Click “Alt” & “Q” *(quits the VBA editor)* |  |
| Close the file “ZipAttach.txt”.You’re done. |  |