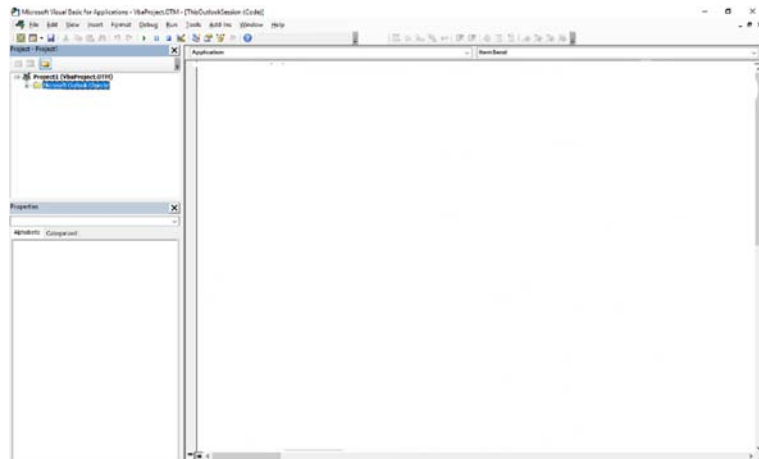


# Installing the code to prevent PII

Open Outlook and, holding down the “Ctrl” key, click “F11”. (*opens the VBA code*)



You will see something similar to the following screen:

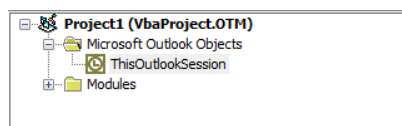


On the left, under “Project1 (VbaProject.OTM)” you’ll see “This OutlookSession”. If it’s not there, look for and click the “+” sign beside Microsoft Outlook Objects .

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.



# Installing the code to prevent PII

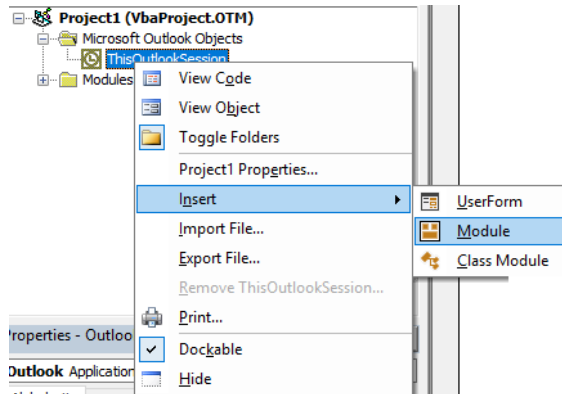
Click inside that window and click "Ctrl" & "V" (*pastes the selected text*)



Close the file "Session.txt"

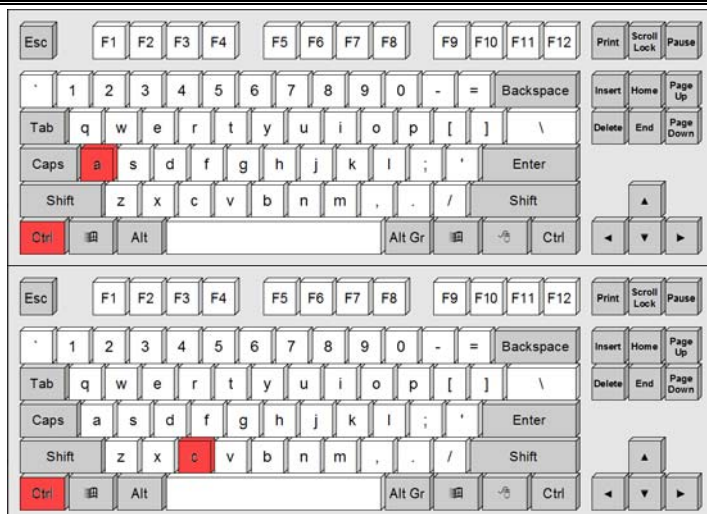
Now, right click "ThisOutlookSession" and select "Insert" and then "Module".

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*)



# Installing the code to prevent PII

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.

