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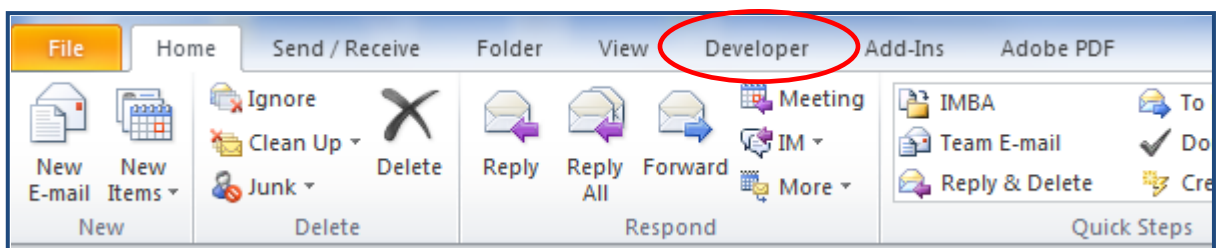
# *Installing Outlook Macro 'Save Multiple Attachments'*

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## Prepare to paste code in Outlook's Visual Basic Explorer (the code side)

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### 1. Show Outlook's 'Developer Ribbon'

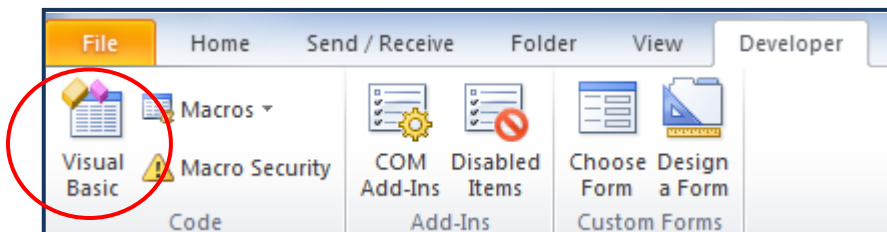


The Developer ribbon holds buttons that let you record/run macros or create Outlook applications. By default, the Developer ribbon is not visible. If the Developer ribbon is not visible when you open Outlook, follow the link below for Microsoft's instructions for making the ribbon visible.

<http://office.microsoft.com/en-us/outlook-help/show-the-developer-tab-or-run-in-developer-mode-HA010173052.aspx>

### 2. Open Outlook's Visual Basic Explorer

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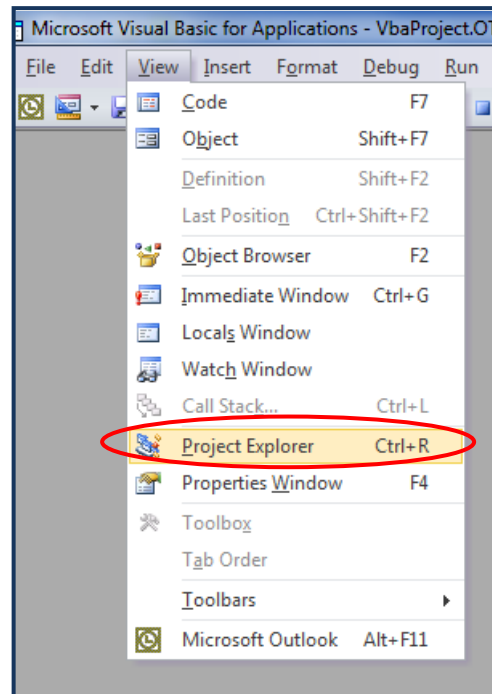
To install a macro in Outlook, you will need to open Outlook's Visual Basic Editor. To open the Visual Basic Editor, click the Visual Basic icon on the Developer ribbon.

### 3. View VB Project explorer

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From Visual Basic Explorer window, choose View  
→Project Explorer.

You will use the Project Explorer to make sure you are installing the macro in the correct location.

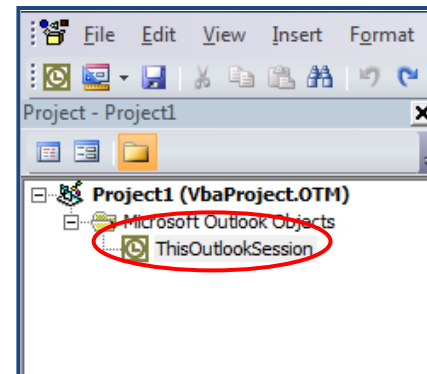


### 4. This outlook session

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When the Project Explorer appears, click down through the folders until you have highlighted 'This Outlook Session.'

When you are ready to paste the macro, it will be pasted in this folder.



## Copy & paste code from Arcane

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### 1. Find the 'Outlook Save All Attachments Macro'

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Robert C. Cain has developed a macro for saving multiple attachments in Outlook. He has shared his code here:

<http://arcancode.com/2011/07/16/revisting-the-outlook-save-all-attachments-macro/>

## 2. Copy the code

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From the Arcane Code website, copy the macro code. The code should start with 'Option Explicit' and end with 'End Function'.

```
Option Explicit

Public Sub SaveAttachments()

    'Note, this assumes you are in the a folder with e-mail messages when you run it.
....
...
....
....

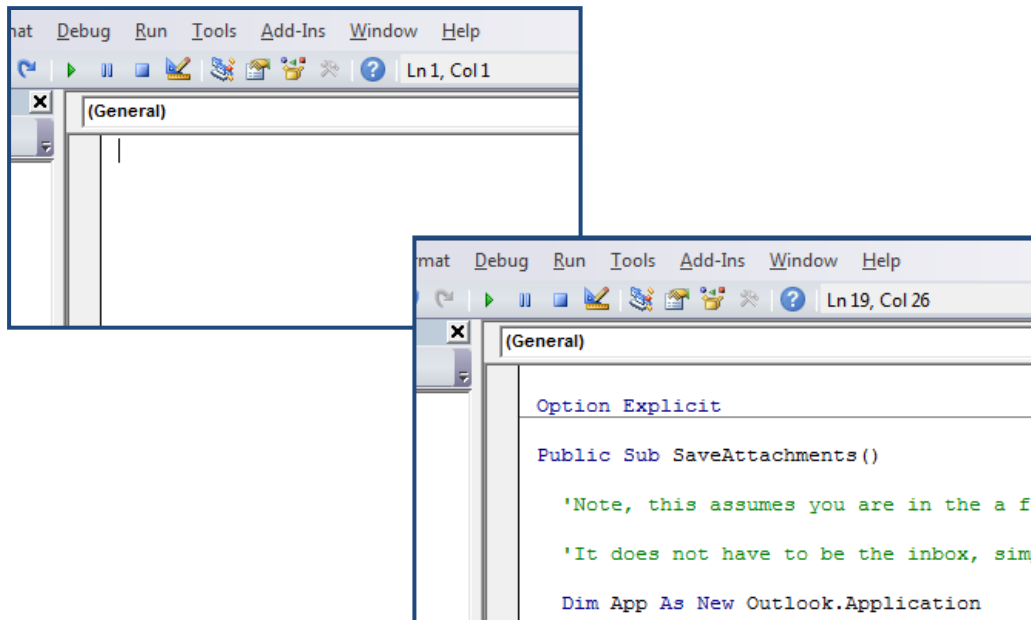
    GetOutputDirectory = retval

End Function
```

## 3. Paste Code into Outlook

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Place you cursor in the VBE code window and paste the copied code.



## 4. Save

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Use either of the options below to save your macro:

- File → Save VbaProject, or
- Click the save icon from the toolbar

## 5. Clean up pasted code

The code pasted from the Arcane Code website is double spaced (displaying code on a webpage can have unpredictable results).

Fortunately, the double spacing only causes one small problem. Scroll through the code and find the problem code. It will be **RED** and easy to identify.

```
Do While fileExists = True

    outputFile = InputBox("The file " + outputFile _
        + " already exists in the destination directory of " _
        + outputDir + ". Please enter a new name, or hit cancel to skip this one file.", "File Exist

'If user hit cancel

If outputFile = "" Then
```

To fix the code, manually remove the double spaces from the problem section.

As you remove the double spaces, the color will change from red to black.

Save your changes.

```
Do While fileExists = True

    outputFile = InputBox("The file " + outputFile _
        + " already exists in the destination directory of " _
        + outputDir + ". Please enter a new name, or hit cancel to s

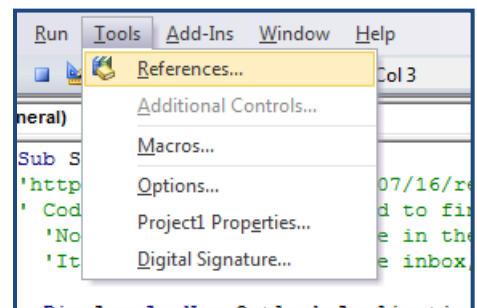
'If user hit cancel

If outputFile = "" Then
```

## 6. Add Reference to 'Microsoft Scripting Runtime'

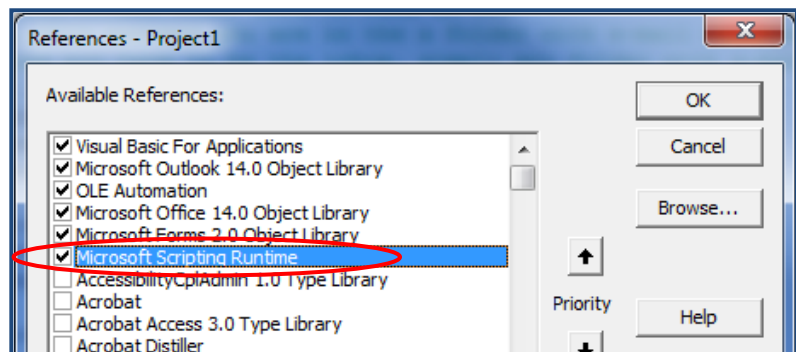
The macro refers to objects available through the 'Microsoft Scripting Runtime' library. For the macro to work, you will need to reference this library.

From the toolbar, select Tools → References



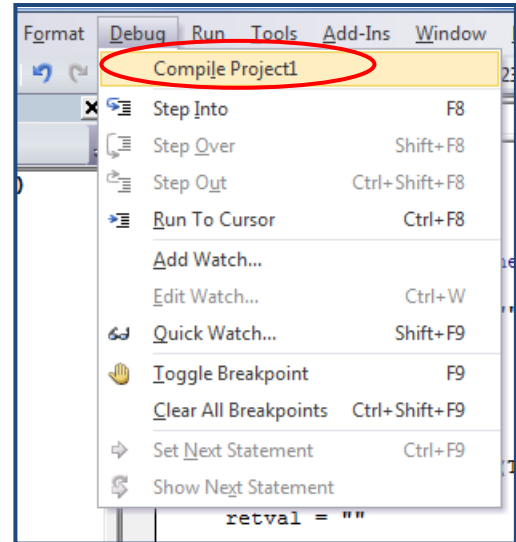
In the references window that appears, scroll through the available references and check 'Microsoft Scripting Runtime' to make it available. Click ok to accept the changes.

Save the changes.



## 7. Compile

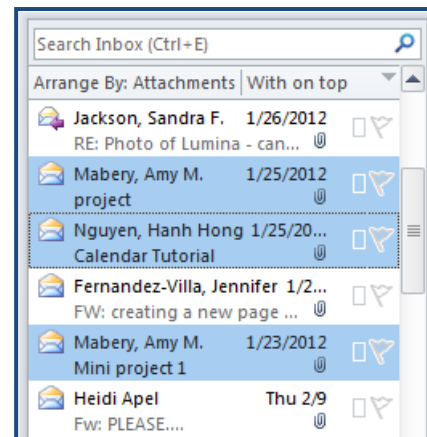
To make the code available, you will need to compile the project. To do so go to Debug → Compile Project.



## Test 'Save Multiple Attachments' macro

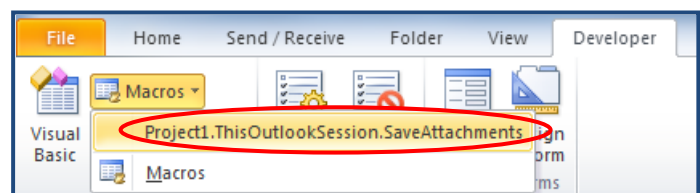
### 1. Select messages in your inbox

Now it is time to see if your macro works. To begin, go to your inbox and select multiple messages with attachments.



### 2. Run 'Save Attachments' macro

From the Developer ribbon, select the Macros → Save Attachments

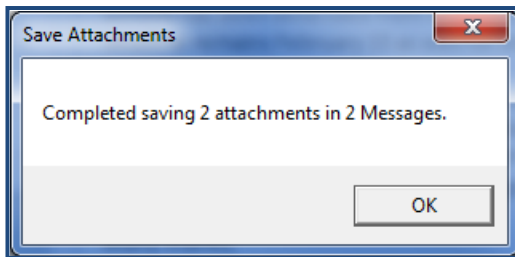
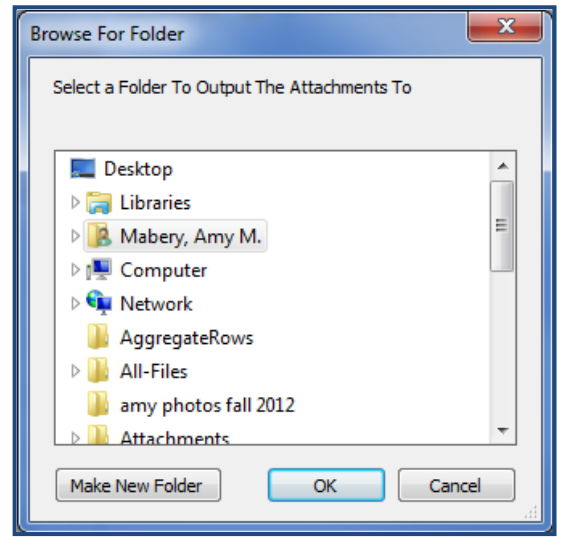


### 3. Browse for save location

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Upon running the macro, you will be prompted to select a folder where you want to save the attachments. Select a folder and click 'Ok.'

**Note:** You must save the attachments in a folder on your local computer. You will not be able to choose a network folder location.



After the attachments are saved, you will receive a message confirming that the job is complete.

### Add Macro to the Quick Access Toolbar (QAT)

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If you use the 'Save Attachments' macro frequently (as I do) you may want to add it to Outlook's 'Quick Access Toolbar.'

For instructions on adding macros to the QAT, see presentation notes for 'Technology Tools for Streamlining Administrative Processes' section 'At your fingertips – Putting your favorites on the QAT.'

