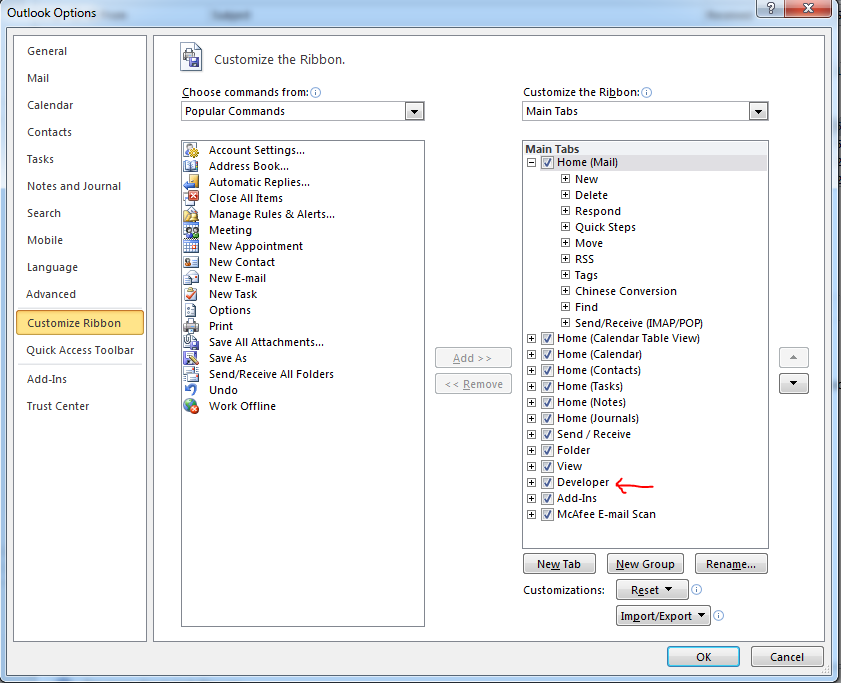
This is the guide to creating a macro that reminds you to attach a file if you have forgotten to do so after having indicated in the message that a file was to be attached. It works with terms like "*attach*", "*attached*", "*attaching*", "*attachments*", “*attachments”,* "*enclosed*", "*adjunto*", "*adjuntos*", "*adjunta*", "*adjuntas*", "*anexo*", "*anexa*", "*anexos*", "*anexas*".

In order to add a macro in Outlook, you need to configure the program (Outlook) to show the developer tab, and then use that developer tab to create that macro. Once the macro created and saved, you should be able to test whether or not it will work after restarting Outlook. Please below for a quick guide:

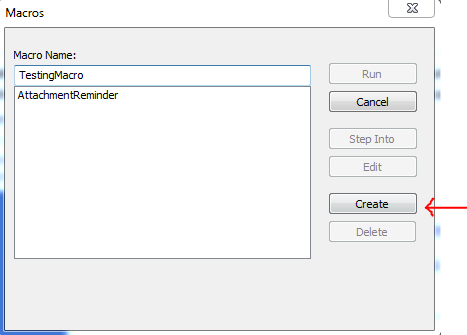
1. **Set up your Outlook to include the Developer tab**:

* File 🡪 Options 🡪 Customize Ribbon
* Make sure that the Developer option has been checked. Save and Close by clicking “**Ok**”

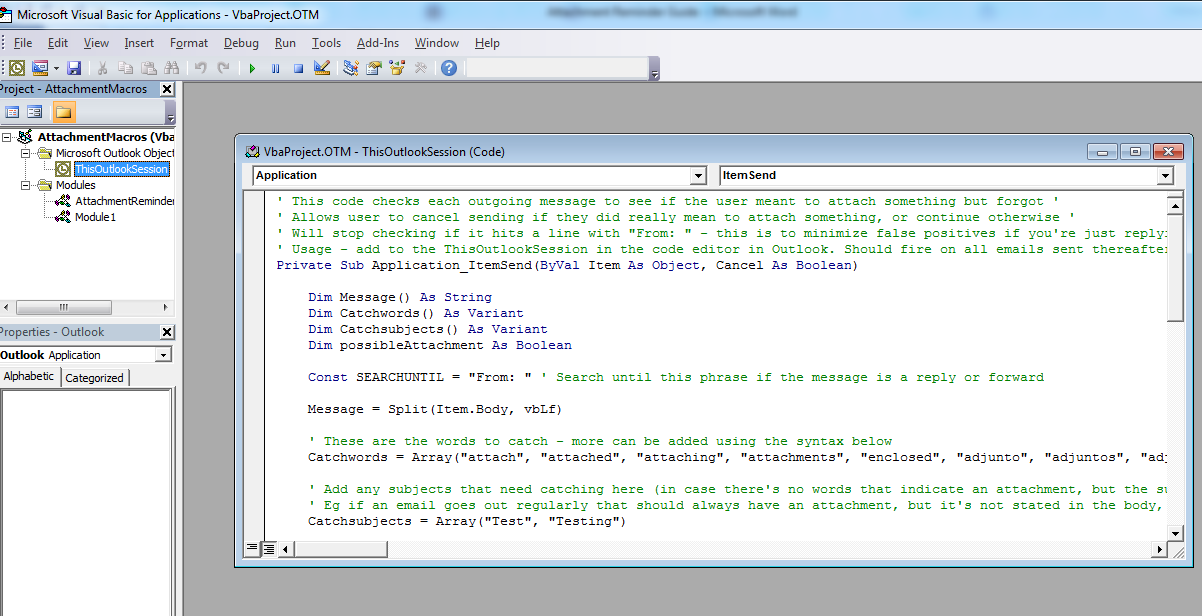


1. **Create a Macro**:

* Developer 🡪 Macros 🡪 Macros.
* Enter the name you wish to give to the macro (e.g. AttachmentReminder) and hit “Create”.



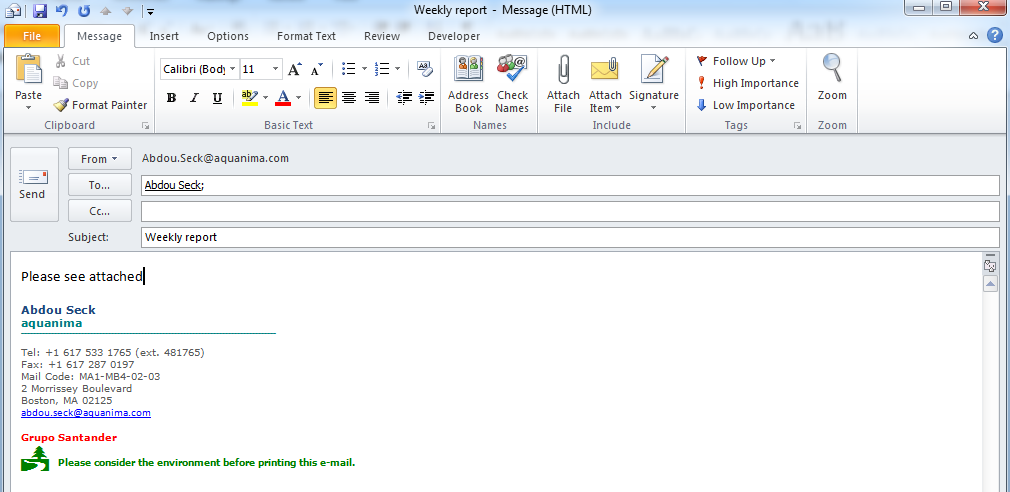
* The above step should open up a new window with some Visual Basic code:



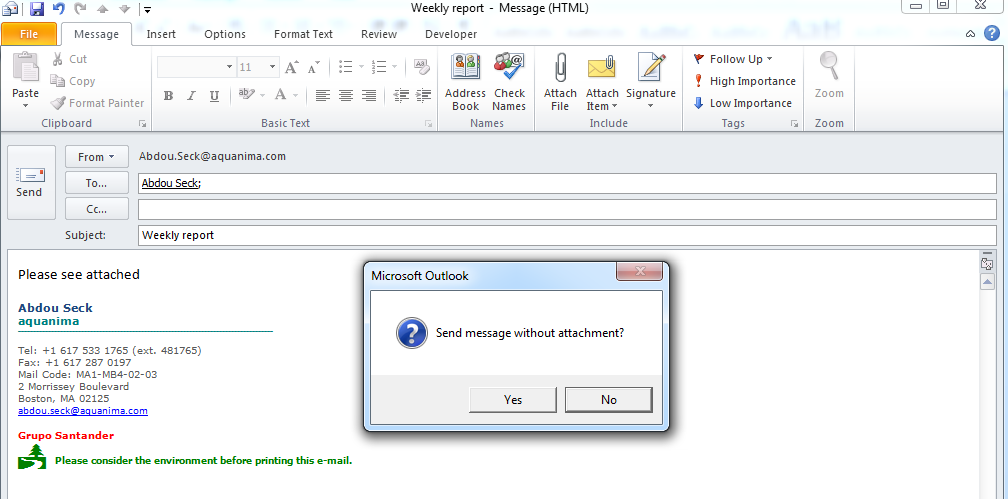
* Make sure that you delete everything from the editor.
* Open the file called ***AttachmentReminder.bas*** in a text editor (e.g. Notepad++), copy the code in this file and paste it on the Visual Basic editor you got after you clicked “Create” .
* Then save the new code with ***Ctrl + S***.
* Close the window and restart Outlook.

1. Test if the Macro is working:

Try to send an email to yourself with the words "attach", "attached", "attaching", "attachments", “attachment”, "enclosed", "adjunto", "adjuntos", "adjunta", "adjuntas", "anexo", "anexa", "anexos", "anexas".



You should get a reminder when you hit “Send” without having attached your file.



Please keep in mind that sometimes you will get false positives; basically that prompt box will show sometimes when you did not intend to attach any files. In cases like that, click Yes to send your email without attachment. Furthermore, it should be mentioned that this will work as long as the language used to write the email is either Spanish or English. If anyone wishes to have the macro work for Portuguese or German, please send me the ***most common words/expressions*** used in Portuguese or German to indicate that a file is to be attached.