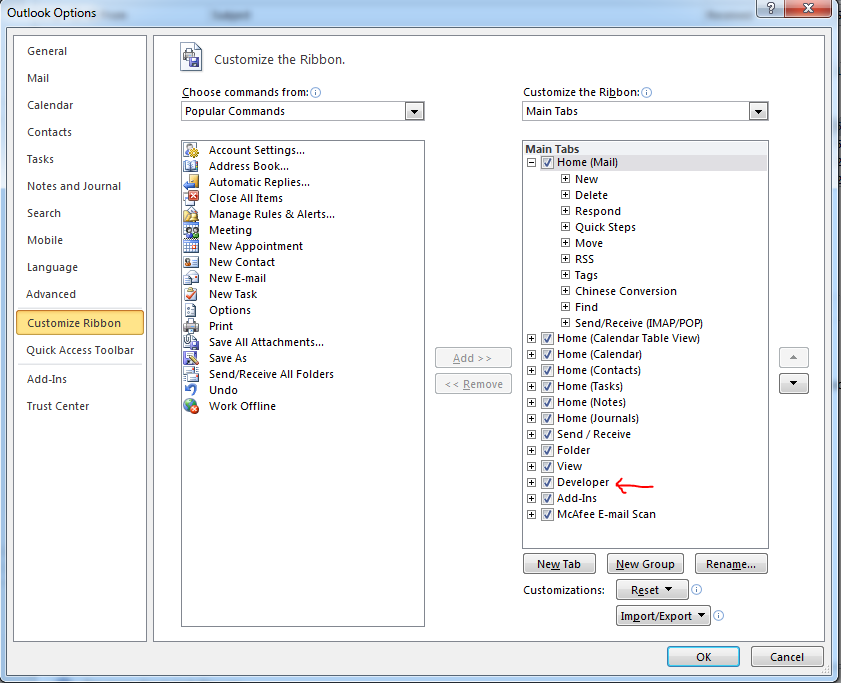
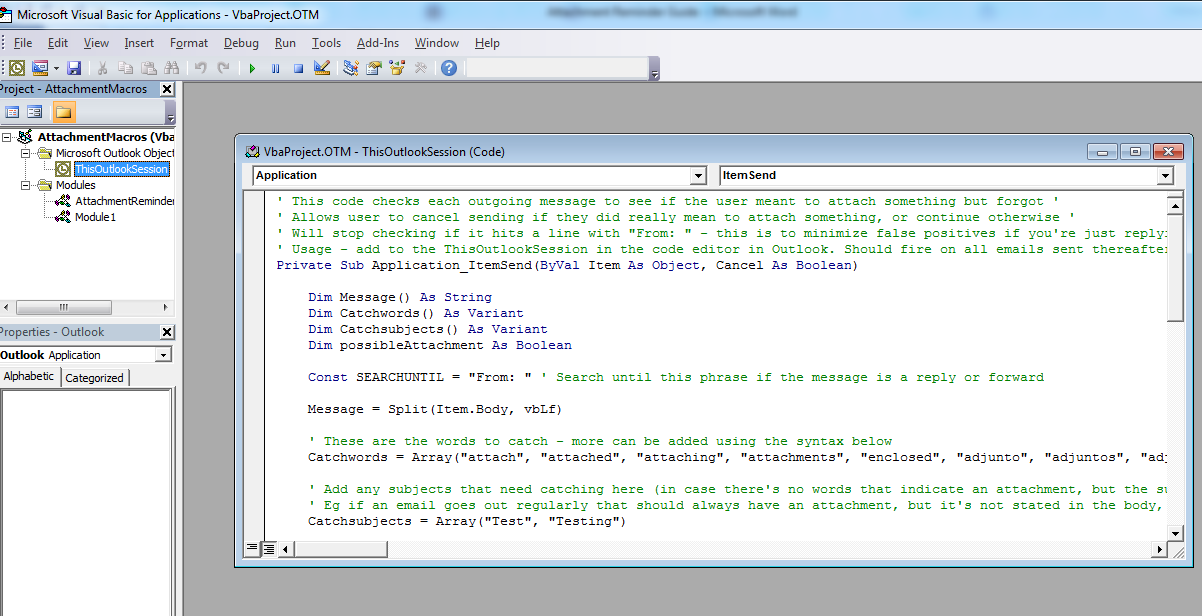
1. Set up your Outlook to include the Developer tab:

* File 🡪 Options 🡪 Customize Ribbon
* Make sure that the Developer option has been checked



1. Create a Macro:

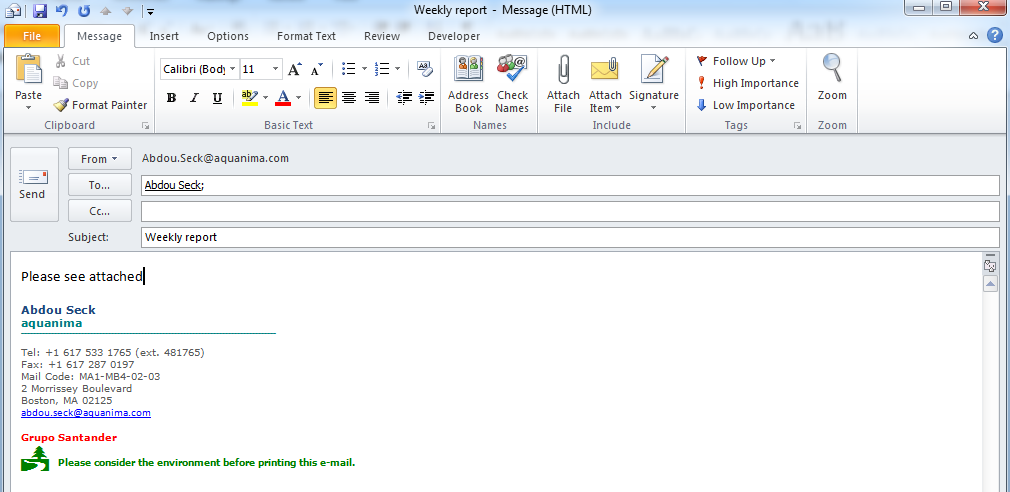
* Developer 🡪 Macros 🡪 Macros
* Type the name you wish to give to the macro (e.g. AttachmentReminder) and hit “Create”
* The above step should open up a new window with Visual Basic code:



* Make sure that you delete everything from the editor and copy and paste the code I have provided in a separate file.
* Then 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", "enclosed", "adjunto", "adjuntos", "adjunta", "adjuntas", "anexo", "anexa", "anexos", "anexas".



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

