

Code Take-Away

Green = Explanation, not actual
code

Yellow = Where you can adjust
accordingly

Sub SendEmails() ' name of this function is SendEmails

Dim OutApp As Object
Dim OutMail As Object
Dim i As Integer
Dim TotalRow As Integer

' call out outlook

Set OutApp = CreateObject("Outlook.Application")

' Loop through the rows of data in the worksheet (how many rows ?)

TotalRow = Range("A" & 100).End(xlUp).Row

For i = 2 To TotalRow ' loop from row 2 to the end of data, row 1 is title

' Call out & create the email object based on example

Set OutMail = OutApp.CreateItemFromTemplate("C:\Users\abc\OneDrive -
xxx\Desktop\Email Template\Feedback .msg")

' Set the email properties

With OutMail

.To = Range("B" & i).Value ' Column B stored the value of email address

.cc = "hrdevelopment@xxx.com"

.Subject = "Feedback"

.HTMLBody = Replace(.HTMLBody, "(Insert Vorname)", Range("D" & i).Value)

' look for the specific word "(Insert Vorname)" in the template mail and replace with
Range("D" & i).Value, where D stored the value of Vorname

.Display

End With

' Clean up the objects

Set OutMail = Nothing

Next i

' Clean up the objects

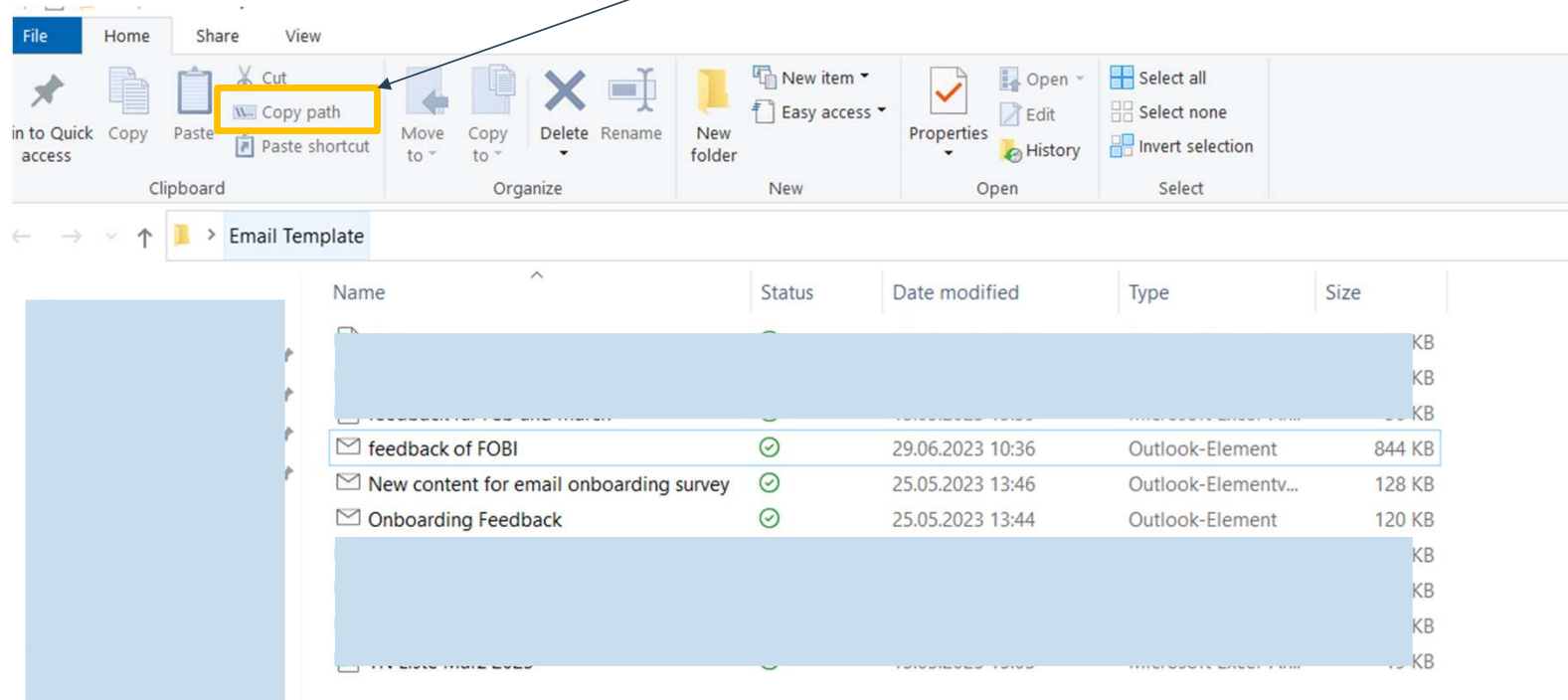
Set OutApp = Nothing

End Sub

1 Open The Template Mail

' Call out & create the email object based on example

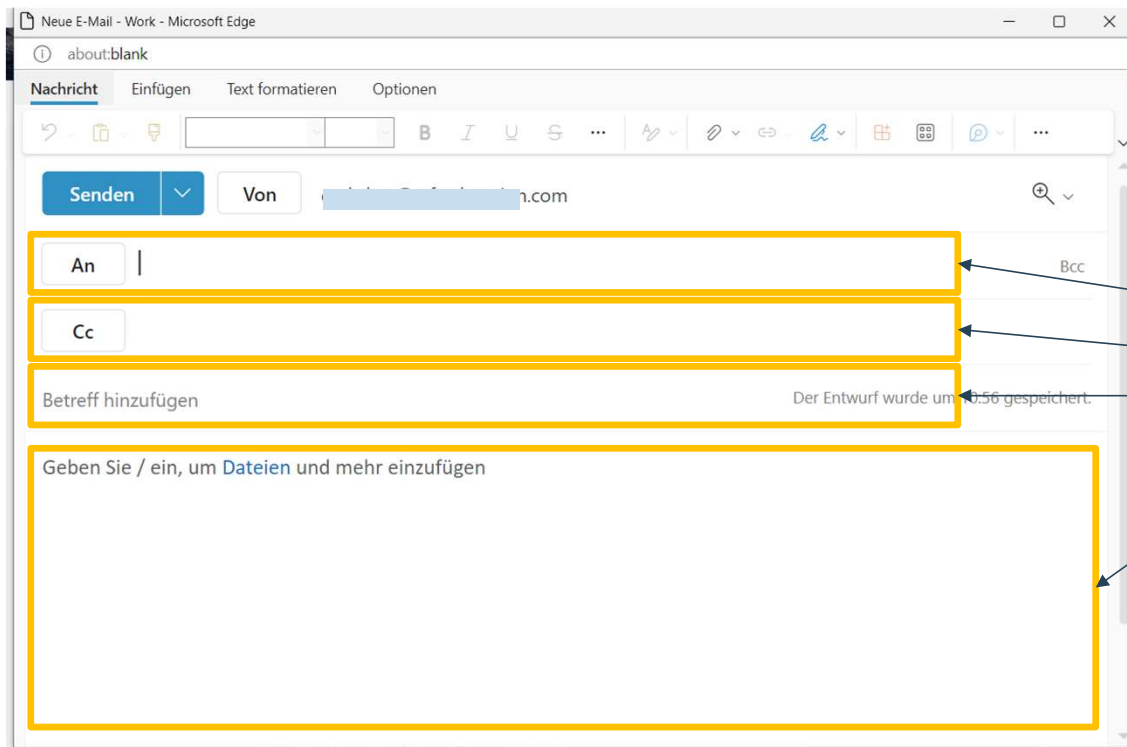
```
Set OutMail = OutApp.CreateItemFromTemplate("C:\Users\abc\OneDrive -  
xxx\Desktop\Email Template\Feedback .msg")
```



234

Set the Mail Property

Detail explanation follows!



With OutMail

`.To = Range("B" & i).Value`

`.cc = "hrdevelopment@xxx.com"`

`.Subject = "Feedback ..."`

`.HTMLBody = Replace(.HTMLBody, "(Insert Vorname)", Range("D" & i).Value)`

2

.To = Range("B" & i).Value ' Column B stored the value of email address

	A	B	C	D	E	
1	Gesellschaft	Email	Name	Vorname	Eintritt Datum	
2	101 010	sina	B	nn	Sina	01.03.2023 MA Fib
3	101 010	san	F		Sanaa	01.03.2023 Senior
4	101 010	ma	K	ani	Malale	01.03.2023 BI Cont
5	101 010	and	L	is	André	01.03.2023 Teamle
6	101 010	Pia	V	nann	Pia	01.03.2023 PHP-So
7	101 010	lars	U		Lars	01.02.2023 Entwickl
8	121 010	isal	V	t	Isabel Carolin	16.02.2023 Lehrkrf
9	121 010	kar	R		Karolin	20.02.2023 Lehrkra
10	121 010	ma	B		Martine	01.03.2023 Fachbe
11	121 010	Rai	B		Raimund	01.03.2023 Lehrkra
12	121 010	clau	C		Claudia	01.03.2023 MaV
13	121 010	Urs	C		Ursula	01.03.2023 MA Ver
14	121 010	Kat	Mann		Katharina	01.03.2023 Lehrkra

Fun to know why "i" ?

.To = Range("B" & i).Value

Do you remember this earlier in the code? it's a loop!

For i = 2 To TotalRow ' loop from row 2 to the end of data, row 1 is title

The code will read the data like:

B2 ' loop from row 2 cus row 1 is title

B3

B4

...

B TotalRow ' loop till the end row

3

.cc = "hrdevelopment@xxx.com"
.Subject = "Feedback"

Neue E-Mail - Work - Microsoft Edge

about:blank

Nachricht Einfügen Text formatieren Optionen

Senden Von cody.hsu@crf-education.com

An

Cc

Betreff hinzufügen Der Entwurf wurde um 10:56 gespeichert.

Geben Sie / ein, um Dateien und mehr einzufügen

Attention!
All the text stay inside
of ""

4

```
.HTMLBody = Replace(.HTMLBody, "(Insert Vorname)", Range("D" & i).Value)
```

a. Look for words(Insert Vorname) in the template

Guten Tag (Insert Vorname),

Ihre ersten Monate im Unternehmen liegen hinter Ihnen und wir hoffen, Sie hatten einen erfolgreichen Start!

b. Replace it with the correct Vorname

	A	B	C	D	E
1	Gesellschaft	Email	Name	Vorname	Eintritt Datum
2	10-03-2023	Sina	E	Sina	01.03.2023
3	10-03-2023	sanaa	F	Sanaa	01.03.2023
4	10-03-2023	malale	K	Malale	01.03.2023
5	10-03-2023	andré	L	André	01.03.2023
6	10-03-2023	Pia	V	Pia	01.03.2023
7	10-03-2023	Lars	U	Lars	01.02.2023
8	12-11-2023	Isabel Carolin	V	Isabel Carolin	16.02.2023
9	12-11-2023	Karolin	F	Karolin	20.02.2023
10	12-11-2023	Martine	E	Martine	01.03.2023
11	12-11-2023	Raimund	E	Raimund	01.03.2023
12	12-11-2023	Claudia	E	Claudia	01.03.2023
13	12-11-2023	Ursula	E	Ursula	01.03.2023
14	12-11-2023	Katharina	Mann	Katharina	01.03.2023

5

Display Drafts

Dont panic!
It won't send out directly!
It shows you **drafts** instead



```
Sub SendEmails() ' name of this function id SendMail

Dim OutApp As Object
Dim OutMail As Object
Dim i As Integer
Dim TotalRow As Integer

' call out outlook
Set OutApp = CreateObject("Outlook.Application")

' Loop through the rows of data in the worksheet (how many rows ?)
TotalRow = Range("A" & 100).End(xlUp).Row

For i = 2 To TotalRow ' loop from row 2 to the end of data, row 1 is title

    ' Call out & create the email object based on example
    Set OutMail = OutApp.CreateItemFromTemplate("C:\Users\[redacted]\OneDrive - [redacted]\Desktop\[redacted].htm")

    ' Set the email properties
    With OutMail
        .To = Range("B" & i).Value ' Column B stored the value of email address
        .cc = "hrdevelopment@[redacted].com"
        .Subject = "Feedback "
        .HTMLBody = Replace(.HTMLBody, "(Insert Vorname)", Range("D" & i).Value)
        ' look for the specific word "(Insert Vorname)" in the template mail and replace with
        ' Range("D" & i).Value, where D stored the value of Vorname
        .Display
    End With

    ' Clean up the objects
    Set OutMail = Nothing

Next i

' Clean up the objects
Set OutApp = Nothing

End Sub
```