

## *Function Name:*

### Send Recurring Email with Attachment

#### *Description:*

This function tries to send the requested file to your recipients.

If file does not exist or is unreachable, function sends an e-mail saying file not found. If you want to use this function to send some formal e-mail messages with files to people outside your company, you should create a similar function which will not send “the file not found” message to all recipients. Sending this message only to organizer will be more appropriate.

#### *How to use:*

- ***You should enter your attachment's path & file into appointment's location field.***
- ***You should enter your recipients into appointment's body field***
- ***You should enter your e-mail subject into appointment's title field.***
- ***Create a new category in Outlook with name “SendFile” (if you have not created before) and select this category.***
- ***Turn on reminder. Set recurrence frequency. All done.***
- ***When the appointment's reminder pops out function will run and try to find and send your file to your recipients.***
- ***You should dismiss the reminder after it pops out to avoid possible duplicate e-mail submissions.***

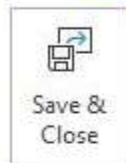
A sample appointment is shown below.

File Appointment Series Scheduling Assistant Insert Format Text Review Help

Delete Copy to My Calendar → Skype Meeting Send to OneNote Invite Attendees Free 0 minutes Recurrence Categorize

Actions Skype Me... OneNote Attendees Options Tags

SendEmailWithAttachment



Save & Close

Title

Enter your e-mail subject here: Your monthly KPI report

Recurrence

Occurs every Monday effective 7/11/2022 until 12/26/2022 from 1:00 PM to 1:01 PM [Edit Recurrence](#)

Location

C:\Reports\Monthly\[yyyyMM]\MonthlyKPI.pdf

Enter your recipients here in this format (use ~ instead @): ozgun.senyuva~gmail.com;ozgun.senyuva22@gmail.com

### Appointment Recurrence

#### Appointment time

Start: 1:00 PM

End: 1:01 PM

Duration: 1 minute

#### Recurrence pattern

☐ Daily

☐ Weekly

☒ Monthly

☐ Yearly

☐ Day 11 of every 1 month(s)

☒ The first weekday of every 1 month(s)

#### Range of recurrence

Start: Mon 7/11/2022

☒ End by: Tue 7/11/2023

☐ End after: 12 occurrences

☐ No end date