

Function Name:

Send Recurring Email

Description:

This function sends plain e-mails without any attachments.

How to use:

- ***You should enter your e-mail body text 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***
- ***Select (or first create) category named "SendRecurringEmail".***
- ***Turn on reminder. Set recurrence frequency. All done.***
- ***When the appointment's reminder pops out macro/function will run.***
- ***You should dismiss the reminder after it pops out to avoid possible duplicate e-mail submissions.***

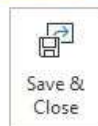
Sample appointment entry:

File Appointment Series Scheduling Assistant Insert Format Text Review Help Tell me

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

Actions Skype Me... OneNote Attendees Options Tags Voice Immersive

SendRecurringEmail



Title

Enter text to be seen in e-mail subject here

Recurrence

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

Location

Enter text to be seen in e-mail body here

Enter your recipients here in this format (use ~ instead @): ozgun.senyuva~gmail.com;ozgun.senyuva222@gmail.com

Appointment Recurrence

Appointment time

Start: 1:00 PM

End: 1:01 PM

Duration: 1 minute

Recurrence pattern

☐ Daily Recur every 1 week(s) on:

☒ Weekly ☐ Sunday ☒ Monday ☐ Tuesday ☐ Wednesday

☐ Monthly ☐ Thursday ☐ Friday ☐ Saturday

☐ Yearly

Range of recurrence

Start: Mon 7/11/2022

☒ End by: Mon 12/26/2022

☐ End after: 25 occurrences

☐ No end date