How to send an email when the attachment Excel file is opened by the recipients?

Most of us may send some important messages with an Excel file attachment to our clients, so we need to know if the recipient has received the message and opened the file attachment. In this case, you can create a VBA code for your Excel attachment file, when the recipient open the workbook and activate the code, then a prompt email will be send to you automatically.

[**Send an email when the attachment Excel file is opened by the recipients with VBA code**](https://mcas-proxyweb.mcas.ms/certificate-checker?login=false&originalUrl=https%3A%2F%2Fwww.extendoffice.com.mcas.ms%2Fdocuments%2Fexcel%2F4141-excel-send-email-when-opened.html%3FMcasTsid%3D15600%23a1&McasCSRF=3865d4ed019f6d5cb6744af2fb635a38ee6d0d4c2e47fcdcc329d1f0f782f9eb)

***Send an email when the attachment Excel file is opened by the recipients with VBA code***

Before sending this Excel file, you should create a code as follows:

**1**. Hold down the **ALT + F11** keys to open the **Microsoft Visual Basic for Applications** window.

**2**. Then double click **ThisWorkbook** under the **VBAProject** section to open a blank module, and then copy and paste the following code into the module:

**VBA code: Send an email when the Excel file is opened:**

**Private Sub Workbook\_Open()**

**'Updateby Extendoffice**

**Dim olkObj As Object**

**Dim olkEm As Object**

**Dim strbody As String**

**Set olkObj = CreateObject("Outlook.Application")**

**Set olkEm = olkObj.CreateItem(0)**

**strbody = "Hi there" & vbNewLine & vbNewLine & \_**

**ThisWorkbook.Name & vbNewLine & \_**

**"was opened by" & vbNewLine & \_**

**Environ("username")**

**On Error Resume Next**

**With olkEm**

**.To = ""**

**.CC = ""**

**.BCC = ""**

**.Subject = "File opened"**

**.Body = strbody**

**.Send**

**End With**

**On Error GoTo 0**

**Set olkEm = Nothing**

**Set olkObj = Nothing**

**End Sub**

Graphical user interface, text

Description automatically generated

**Note**: In the above code, you should change the email address to your own address which you want to receive the prompt email, and change the subject to your need.

**3**. Then save this workbook as **Excel Macro-Enabled Workbook** file format, see screenshot:

Graphical user interface, text, application, email

Description automatically generated

**4**. And then send a message with this file attachment to the recipients you need, when the recipients downloading and opening this Excel file and activating the code, an prompt email will be automatically sent to you and tells you that the file was opened by who as following screenshot shown:

Graphical user interface, application, Word

Description automatically generated

**Note**: This method is only available when you use Outlook as your mail program.