**Instructions for using Macro**

1. Open Microsoft Outlook
2. Go to

Tools -> Macro -> Visual Basic Editor

1. Copy all the code from the file **code.txt** and paste it over the visual basic editor
2. Save the file

File -> Save

1. Close Visual Basic Editor and Return back to Outlook
2. In Outlook, go to

Tools -> Macro -> Macros

1. Select **GetFromInbox** from the dialog box and click **Run**
2. Be patient while the macro reads all your emails, opens new workbook in Excel by itself, and populates Facebook\_id, Email and Agree columns.
3. You will be asked to save the Excel file and once saved, the Excel file gets **closed** by itself.
4. The Excel file is now ready for further manipulation.
5. Please forward the excel file to Sha the next morning as soon as possible after the Deadline of the competition since we are publishing the result that day.