



# How can I automatically SEND all my emails in the DRAFTS folder of MS Outlook?

Article Number: 79 | Rating: Unrated | Last Updated: Sat, Feb 17, 2018 at 6:23 PM

## ISSUE:

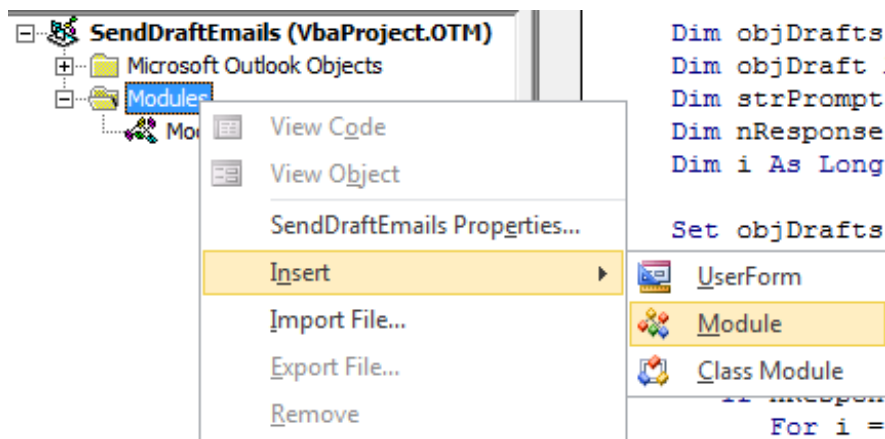
I inadvertently set my PDF-eXPLODE email connection configuration to go to the DRAFTS folder of MS Outlook (MAPI connection). I have tried dragging the emails from DRAFTS to OUTBOX folder and then clicking the SEND/RECEIVE button, but nothing happened. Now I believe I have to open each 'draft' email manually and then click SEND. I have more than 500 emails in the DRAFTS folder awaiting SEND. **I need a way to send these automatically without having to open each one and click SEND thereby avoiding hours of work.** Can this be done?

## ANSWER:

MS Outlook allows you to save many emails into the DRAFTS folder. However, there is no standard functionality that exists to be able to send those emails automatically in bulk, no '**SEND DRAFT EMAILS**' button; however this can be achieved by copying and pasting the VBA program code below into a Outlook macro and assigning the macro to an Outlook '**Quick Access Toolbar**' button. Some of the following tip comes from <https://www.datanumen.com/blogs/>

1. Press **[ALT + F11]** to access the shortcut for the Visual Basic (VBA) editor interface.
2. If you see just the VBA Project name in bold on the Left Hand pane, then right click on the project name, and select **Insert** and in the fly-out menu, select **Module** OR
3. If you see a menu item '**Modules**' under the Project name, you can alternatively right click on **Modules** and on the drop down menu, select **Insert** and in the **fly out** menu, click on **Module** (as in this image below) which will open a new code screen on the right window pane. Either of #2 or #3 is suitable for creating a blank Module in the right hand pane.

4.



5. Now copy all the code (beginning with **Sub SendAllDraftEmails()** to **End Sub**) from the yellow window below. You can alternatively click the attachment to this article (**VBCode\_SendFromDrafts.txt**) and download it to your Browser's download folder. Then open the downloaded attachment in Notepad; it may not show the line breaks, so you will have to adjust the code so it looks like the code in the "yellow" window below.
6. Now paste the copied code into the white background VB code window in Outlook. then click the SAVE button.
7. Finally, click menu **FILE/ Close and Return to Microsoft Outlook** .

## Send\_All\_Draft\_Emails

```

Sub SendAllDraftEmails()

Dim objDrafts As Outlook.Items
Dim objDraft As Object
Dim strPrompt As String
Dim nResponse As Integer
Dim i As Long
Dim merror As Integer, Gcount As Integer

On Error GoTo err_handle

Set objDrafts = Outlook.Application.Session.GetDefaultFolder(olFolderDrafts).Items
Gcount = objDrafts.Count

If objDrafts.Count > 0 Then
    strPrompt = "Are you sure you want to send out all the drafts?"
    nResponse = MsgBox(strPrompt, vbQuestion + vbYesNo, "Confirm Sending")

    If nResponse = vbYes Then
        For i = objDrafts.Count To 1 Step -1
            objDrafts.Item(i).Send
        Next
    End If

    If merror > 0 And merror = Gcount Then
        MsgBox "No Draft Emails Sent!", vbCritical, "Email Sending Errors!"
    ElseIf merror > 0 And merror < Gcount Then
        MsgBox "Some Draft Emails were sent - " & Trim(Str(merror)) & " emails were not sent", vbCritical,
"Email Sending Errors!"
    Else
        MsgBox "All Draft Emails Sent!", vbInformation, "Email Sending"
    End If
Else
    MsgBox "No Draft Emails Found!", vbExclamation, "No Draft Emails Found"
End If

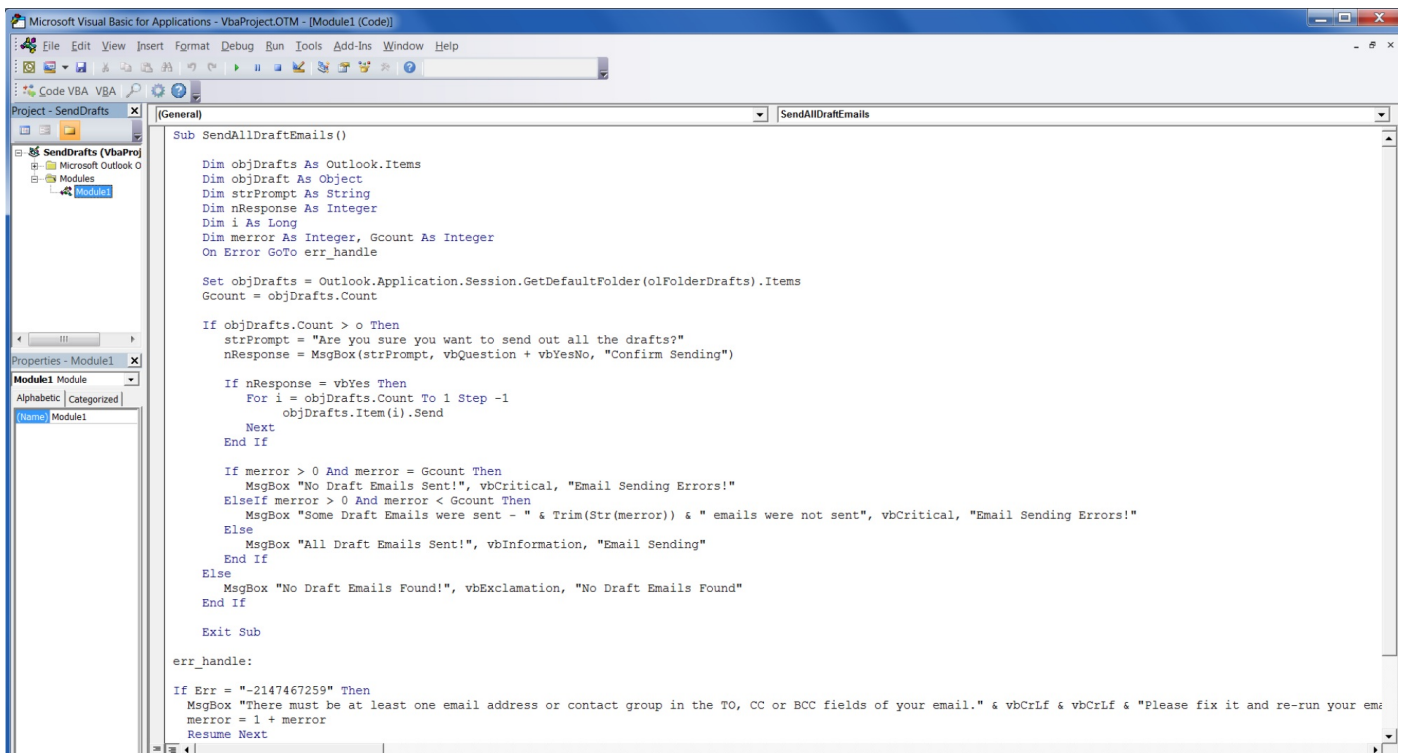
Exit Sub

err_handle:

If Err = "-2147467259" Then
    MsgBox "There must be at least one email address or contact group in the TO, CC or BCC fields" &
vbCrLf & "Fix it and re-run your emails", vbExclamation, "Error in Email Address!"
    merror = 1 + merror
    Resume Next
End If

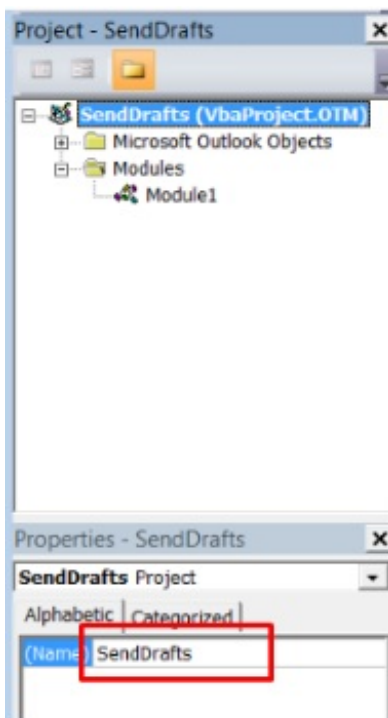
End Sub

```



The above screen shows you how your program code (white) window will look after you pasted a copy of the code from the yellow window. (The above is a MS Outlook 2010 window)

Highlight the project name at the top (in bold) in the left-hand pane and then change the name of the project in the **Properties** window below in the left hand pane - see image below

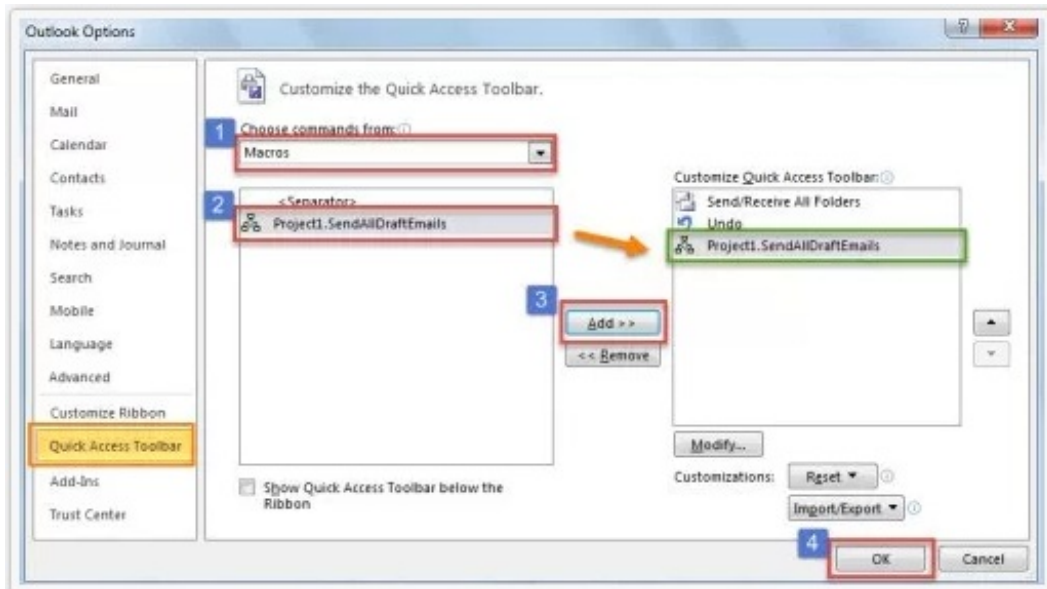


We now have to assign a button to this macro on to the **Quick Access Toolbar** in Outlook

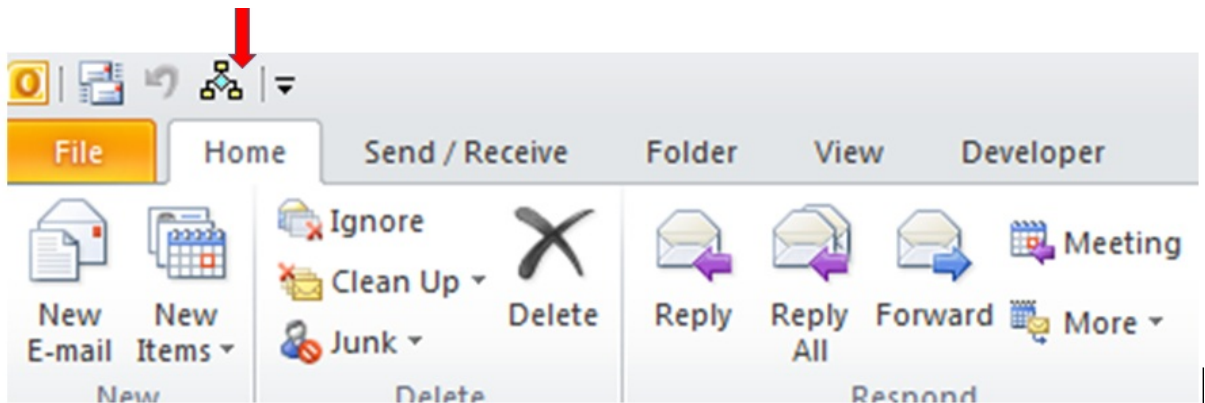
- Go to menu **File** --> **Options** --> **Quick Access Toolbar** tab.
- Now follow the steps shown in the picture below to add the new macro to Quick Access Toolbar.
  1. In the drop down '**Choose command from:**', select **Macros**
  2. In the box below, select the '**SendAllDraftEmails**' and click **Add..**
  3. **SendAllDraftEmails** code item will move to the righthand window and will be assigned a

default icon on the Toolbar.

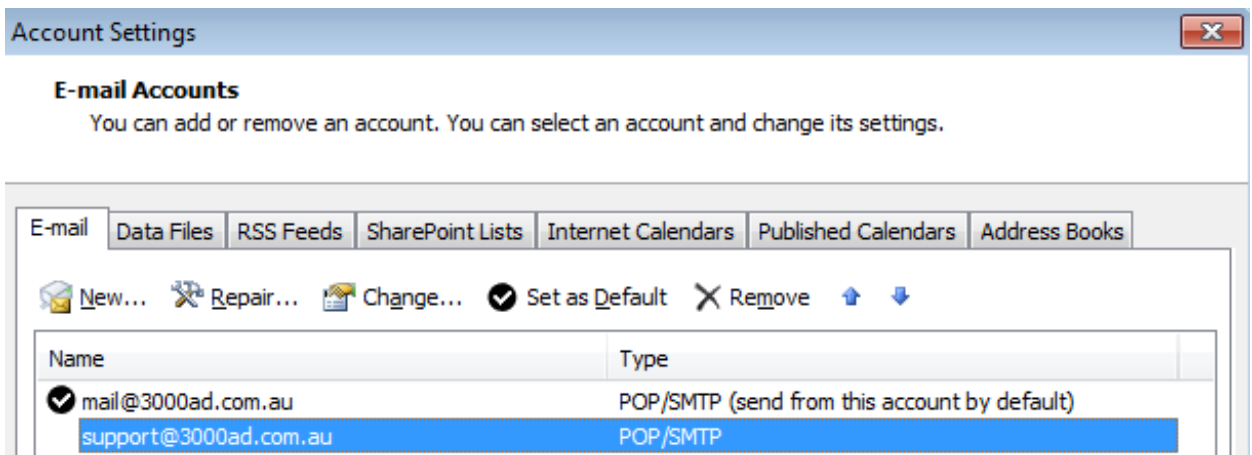
4.



5. To change the default icon assigned to the macro, click on the MODIFY button once you select/highlight the Macro name.
6. Click OK button to exit the Quick Access Toolbar configuration screen. Once you exit, you will see the Quick Access Toolbar with a new button, as indicated by the red arrow in this image below.

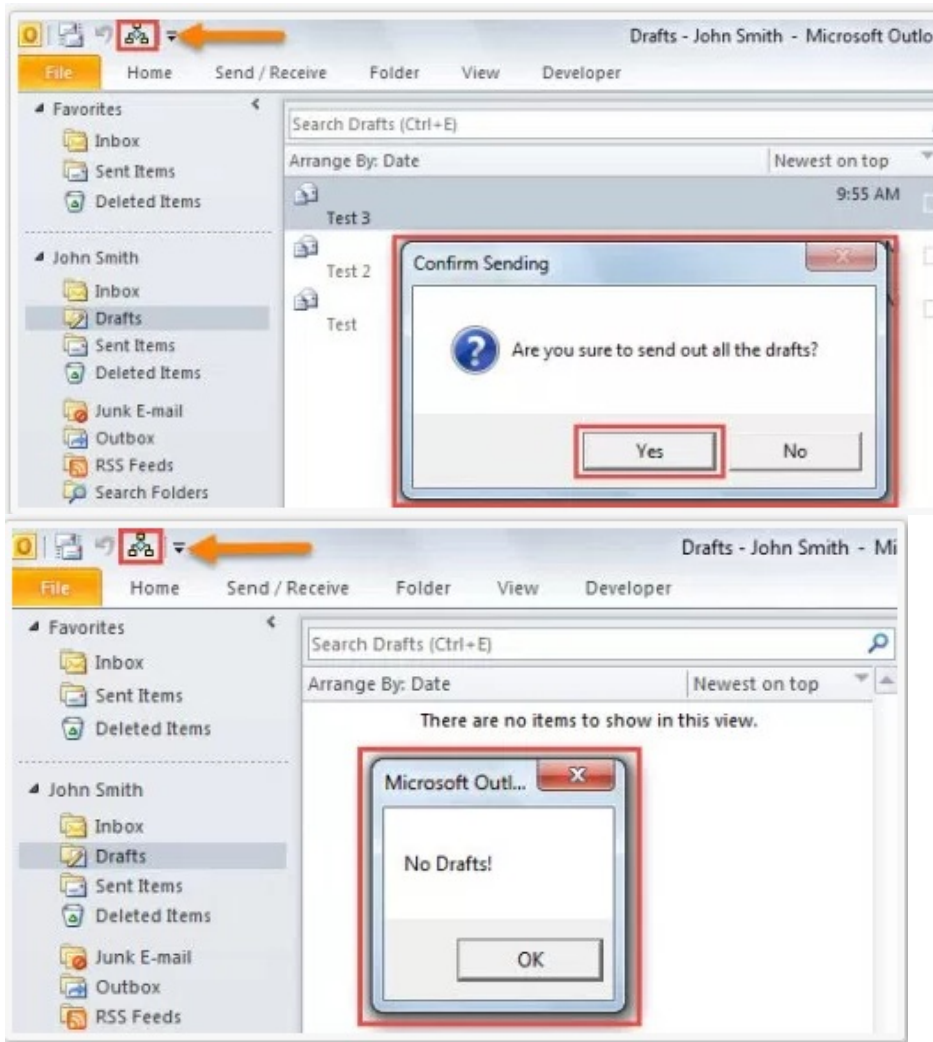


- Note - **If you have more than one email account in Outlook**, then the 'DRAFTS' folder is taken to be the DRAFTS folder for the **default** email address. You can change your default to process emails in a different DRAFTS email folder (select **FILE menu/Info/Account Settings** and when the email account listing window opens, highlight the email account and click **Set as Default**



- Now click the Macro button in the **Quick Access Toolbar** to commence processing/sending

emails.

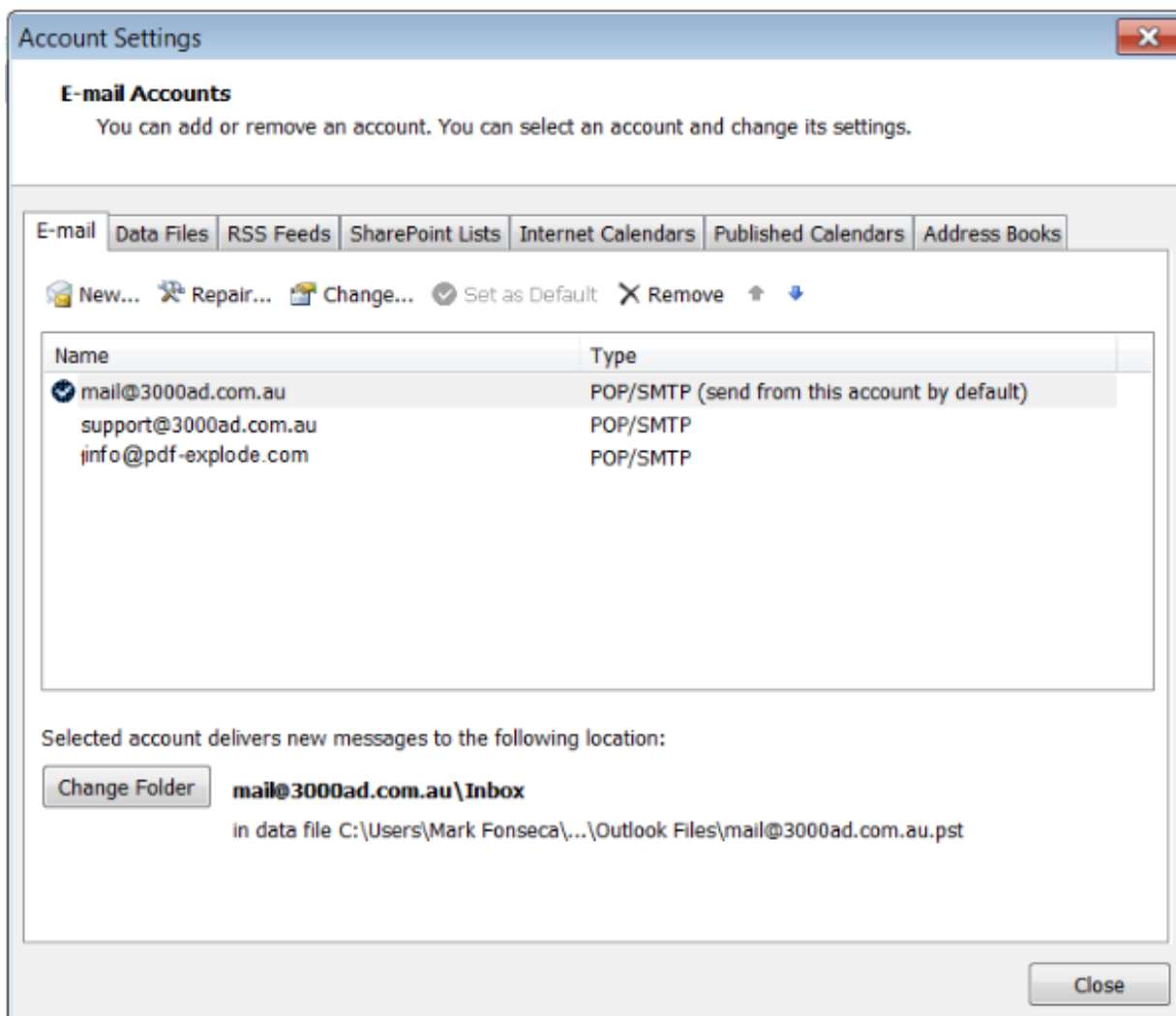


**Tip:**

If you want to exclude some of the emails in the Drafts folder from sending at this time, make a subfolder in Drafts like "On Hold". Then drag the emails you don't want to send into this subfolder. They will not get sent and when you are ready, just drag them back into the Drafts folder, then click your macro 'SendAllDraftEmails' run button.

**Note:**

As stated earlier in this KB article, if you have more than one email account set up in MS Outlook (see *FILE/INFO/ACCOUNT SETTINGS*), then **the 'SendAllDraftEmails' button will only send the emails from the Drafts folder of the account set as default.**



If you have a paid **PDF-eXplode Annual Support Plan**, you can email us at [support@3000ad.com.au](mailto:support@3000ad.com.au) for help with any issue(s) you are having in getting this working.

Posted - Sun, Mar 19, 2017 at 3:45 AM. This article has been viewed 7865 times.

Online URL: <http://kb.pdf-explode.com/article/how-can-i-automatically-send-all-my-emails-in-the-drafts-folder-of-ms-outlook-79.html>