

Display the Developer Ribbon

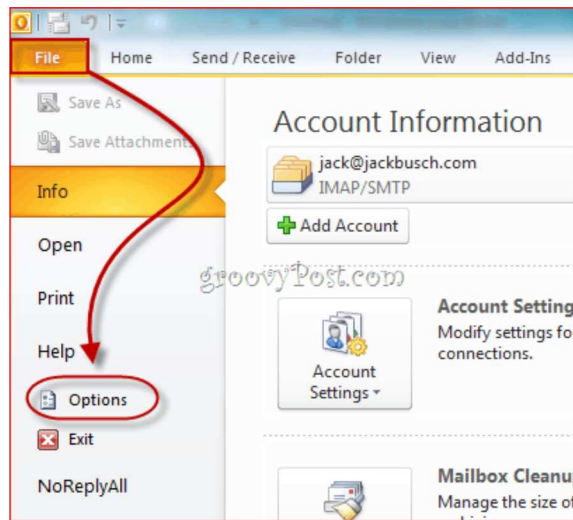
I'm basing this how-to on a great bit of custom Visual Basic code written by **Michael Kizer**. Michael wrote this VBA snippet for Outlook 2007, but it works for Outlook 2010. The only problem: it's a bit tough to find Visual Basic Editor in Outlook 2010. It's hiding in the Developer ribbon, which, by default, is hidden from view. Here's how to enable it:

Step 1

Launch Outlook 2010.

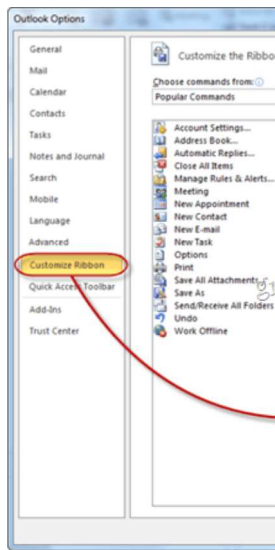
Step 2

Click the **File** tab and choose **Options**.



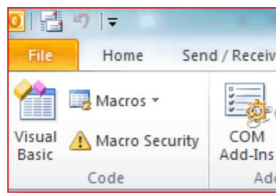
Step 3

Click **Customize Ribbon** on the left-hand panel. Now, in the list on the far right, make sure **Developer** is checked. Click **OK**.



Step 4

The Developer tab will now be visible on the ribbon.



Automatically BCC in Outlook 2010

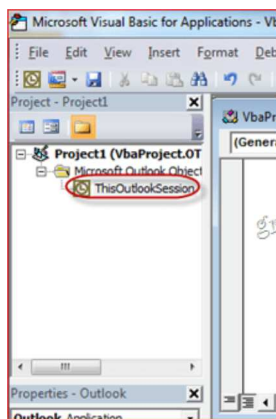
Now, it's time to add the code to the ThisOutlookSession class.

Step 1

Go to the **Developer** tab and click on the **Visual Basic** button.

Step 2

On the left, *expand Project Outlook Objects*. *Expand* the *Project Outlook Objects* folder and *double-click ThisOutlookSession* to open the Visual Basic editor.



Step 3

