

Outlook 2003: Warn if Subject Line Empty

FRIDAY, JULY 1ST, 2005

Outlook does not have a built-in option to warn you if the subject line is empty. (Outlook Express does, but for some reason Outlook doesn't.) Here's how to put one in.

1. Go to the menu `Tools → Macro → Visual Basic Editor`.
2. Now in the Visual Basic Editor, you should see `Project1` in the tree menu on the left. Drill down the tree to `Project1 → Microsoft Office Outlook → ThisOutlookSession`.
3. In the code area (the big text area on the right) paste in the following code:

```
1 Private Sub Application_ItemSend(ByVal Item As Object, Cancel As Boolean)
2   If TypeName(Item) &quot;MailItem&quot; Then Exit Sub
3
4   'CHECK FOR BLANK SUBJECT LINE
5   If Item.Subject = "" Then
6     Cancel = MsgBox("This message does not have a subject." & vbNewLine & _
7                   "Do you wish to continue sending anyway?", _
8                   vbYesNo + vbExclamation, "No Subject") = vbNo
9   End If
10 End Sub
```

4. Save and exit the VBA Editor.

You can test this by creating a message with a blank subject and clicking Send. You will be warned that the subject line is empty and asked if you want to send the message anyway. This macro is a simplified version of this code at outlookcode.com¹. I tested it on Outlook 2003 and it runs with no problems with macro security set to High. (To check your macro security level, click the menu `Tools → Macro → Security`.)

Responses

Also works for Outlook 2007, thanks :) (chriswue, September 10, 2012)

I found this very useful. The messagebox sometimes appears beneath the message, however, and since it's modal, I can't move the message window

1. <http://www.outlookcode.com/codedetail.aspx?id=553>

to click “OK”. Sort of the ultimate warning, I have to kill the process and start over... Still a good macro though.

(yourcodeisshowing, April 11, 2014)