

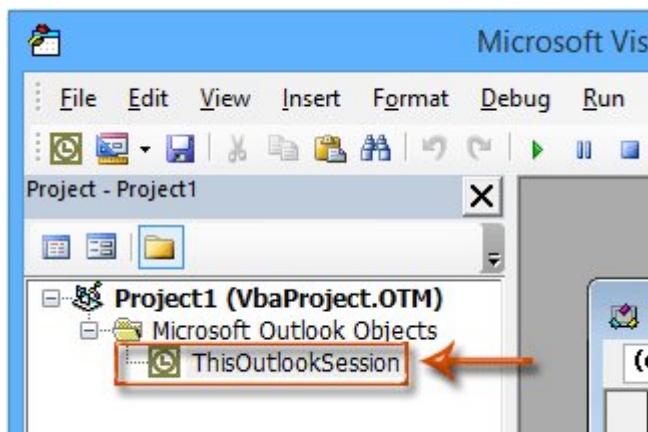
# Outlook: Automatically mark messages as read when deleted



This VBA macro will automatically mark all deleted messages as Read when deleting.

Step 1: Press the **Alt + F11** keys together to open the Microsoft Visual Basic for Applications window.

Step 2: Expand the Project 1 in the left bar, and double click the **ThisOutlookSession** to open a blank window.



Step 3: Paste the following VBA code in the blank window.

```
Dim WithEvents g_olkFolder As Outlook.Items
Private Sub Application_Quit()
Set g_olkFolder = Nothing
End Sub
Private Sub Application_Startup()
Set g_olkFolder = Session.GetDefaultFolder(olFolderDeletedItems).Items
End Sub
Private Sub g_olkFolder_ItemAdd(ByVal Item As Object)
Item.UnRead = False
Item.Save
End Sub
```

Step 4: Save the VBA macro, and restart your Microsoft Outlook.

**Note:** This VBA macro only works with Microsoft Outlook 2013, and this VBA macro will only mark deleted items as read which are in the default data file.

From now on, when you delete emails either manually or automatically with rules, the unread deleted emails will be marked as read at once in the Deleted Items folder.