

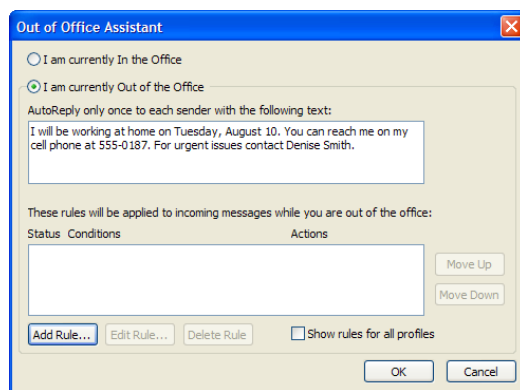
About Outlook Out of Office Assistant

The Microsoft Outlook Out of Office (OOF) Assistant automatically replies to your e-mail while you are on vacation or unavailable to answer e-mail. A customized message is sent from you to the sender alerting her or him of your status. In this guide you will learn how to:

- Use the Out of Office Assistant
- Add Rules to the Out of Office Assistant

Use the Out of Office Assistant

- 1 From the **Tools Menu**, select **Out of Office Assistant**.
- 2 Click **I am currently Out of the Office**.
- 3 Type the message you want senders to receive in the **AutoReply only once to each sender with the following text** text box.



Information to include in your message:

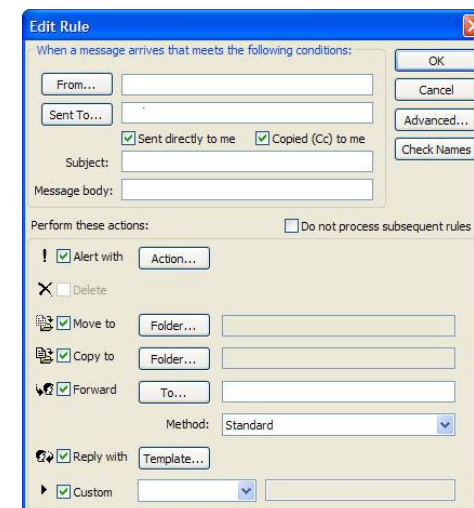
- Dates you are gone
- Contact Information
- Whether you will be checking e-mail
- Urgent issues contact name
- Alternate contact name

- 4 Click **OK**. From this point on, all internal incoming e-mail messages will receive your automatic Out of Office message. This message will only be sent once per sender — not for every e-mail message from the same sender. When you return to work, Outlook will prompt you to turn off the Assistant.

Add Rules to the Out of Office Assistant

Rules are actions you set up that apply to incoming e-mail messages and meeting requests. Rules help you to automatically manage your e-mail while you are away.

- 1 Click **Add Rule** in the **Out of Office Assistant** dialog box.
- 2 Complete the section **When a message arrives that meets the following conditions** with your preferred filtering options. For example, you can forward an e-mail message from a specific person to your manager.
- 3 Complete the section **Perform these actions** with your preferred filtering options.



- 4 Click **OK** if you do not need to customize the rules further. Otherwise, click **Advanced** to add additional filtering capabilities to the rules.
- 5 Click **OK**.