

## About the Out of Office Assistant

The Outlook 2007 Out of Office Assistant is a versatile tool primarily designed to send an automatic message in reply to messages received when you are out of the office. By notifying senders of your absence, and using rules to organize the e-mails you receive, you save time and increase your efficiency.

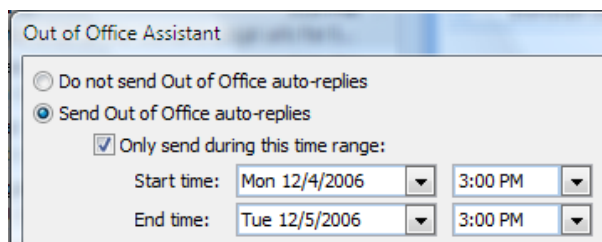
Topics in this guide:

- Turn On the Out of Office Assistant
- Create Auto-Reply Messages
- Select Font and Format Options
- Create Rules

## Turn On the Out of Office Assistant

How long will you be out of the office? Plan ahead and send Out of Office replies for specified amounts of time.

- 1 On the **Tools** menu, click **Out of Office Assistant**. The **Out of Office Assistant** dialog box opens.
- 2 Click **Send Out of Office autoreplies**.
- 3 If desired, select **Only Send during this time range**, and then set the appropriate **Start** and **End** dates and times.



## Create Auto-Reply Messages

Create separate auto-reply messages for e-mail coming from internal workers and external senders.

- 1 In the **Out of Office Assistant** dialog box, there are two tabs for messages. One titled **Inside My Organization** and the other **Outside My Organization**.
- 2 To send an Out of Office reply for messages originating within my organization, create your reply in the text window of **Inside My Organization**.
- 3 To send an Out of Office reply for messages originating from outside of my organization, click the **Outside My Organization** tab.
- 4 Select **Auto-reply to people outside my organization**.
- 5 Choose **My Contacts only** or **Anyone outside my organization**.
- 6 Create your reply in the text window of **Outside My Organization**.

**Note** You may want to include the following in your internal Out of Office reply:

- Dates you are out of the office
- Emergency contact information
- Whether you'll be checking e-mail

## Select Font and Format Options

Enhanced formatting options allow you to create a professional, friendly tone in your reply messages. Apply font, font size, style, color, bullets, numbers, and indents just as you would in a Microsoft Office Word © 2007 document.

## Create Rules

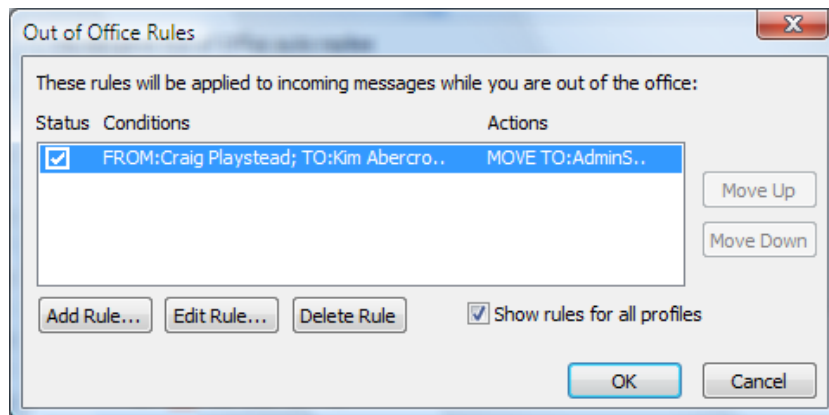
Use rules to manage the messages that come into your Inbox during your absence. For example, a rule could automatically sort messages by subject into pre-established folders.

- 1 Open the **Out of Office Assistant** dialog box, and then click **Rules**.
- 2 When the **Out of Office Rules** dialog box appears, do one of the following:

To create a new rule, click **Add Rule**.

-OR-

To edit an existing rule, select the rule, and then click **Edit Rule**.



- 4 In the **Edit Rule** dialog box, complete the section **When a message arrives that meets the following conditions** with your preferred filtering options. For example, you can forward a message from a specific person to your manager.
- 5 Complete the section **Perform these actions** with your preferred filtering options.
- 6 Click **OK** if you do not need to further customize the rules. Otherwise, click **Advanced** to add additional filtering capabilities to the rules.