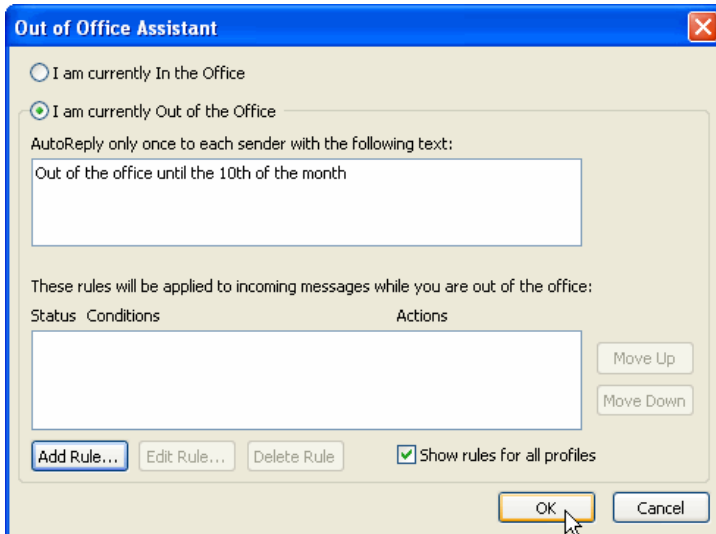
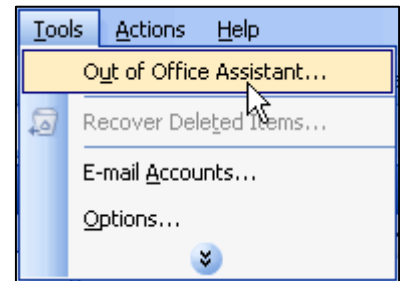


How to Setup Out of Office Assistant

In Microsoft Outlook

From the **Tools** menu choose **Out Of Office Assistant**.

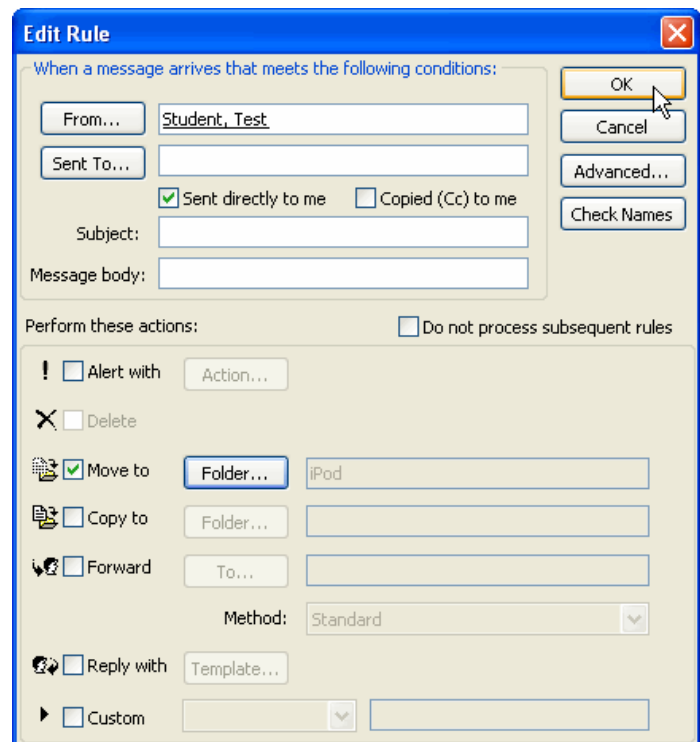


Select **I am currently Out of the Office**.

In the **AutoReply only once to each sender with the following text** box, type the message you want to send to others (Ex. "Out of the office until the 10th of this month.").

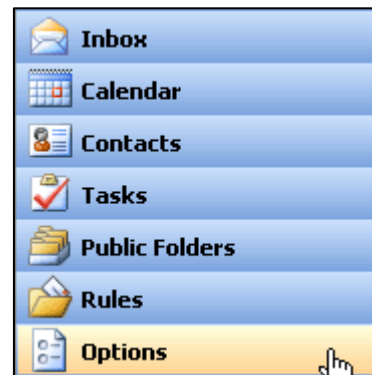
Click **OK** when finished.

To create an Out of Office rule click on the **Add Rule** button to get the Edit Rule dialog box. From there, you can specify what Outlook should do when you receive emails.

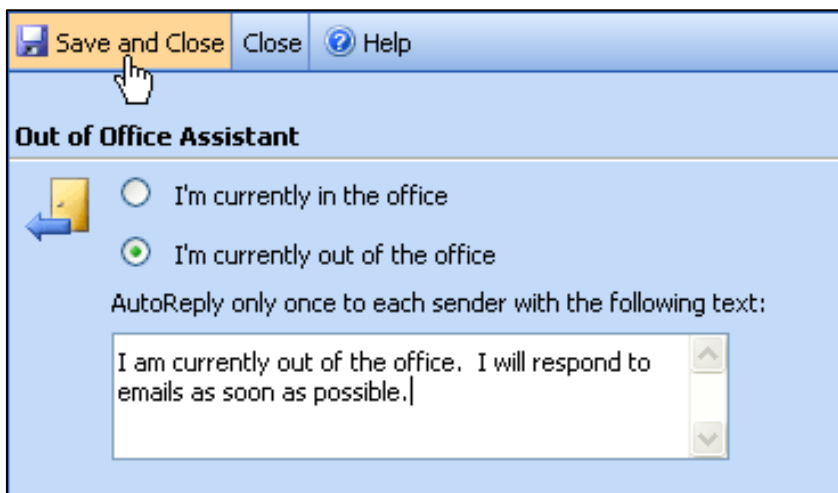


In Outlook Web Access

Click the **Options** button at the lower left section of the screen.




In the top right pane, you will see the **Out of Office Assistant** options section.



Select **I am currently Out of the Office**.

In the **AutoReply** only once to each sender with the following text box, type the message you want to send to others (Ex. "Out of the office until the 10th of this month.").

Then click the **Save and Close** button at the top to save your auto reply message.

 Please note: you will only receive a reminder that your Out of Office message is still active when you start Microsoft Outlook.