

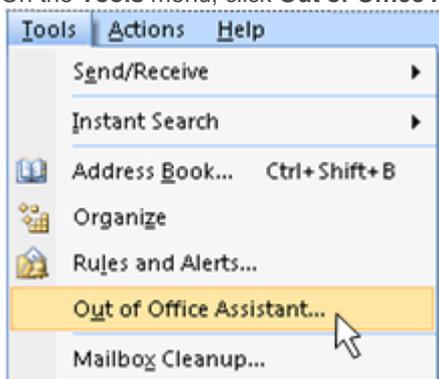
How to Automatically reply to messages with the Out of Office Assistant

You can set up Microsoft Office Outlook 2007 to send an automatic response to some or all of the people who send you e-mail messages.

IMPORTANT The **Out of Office Assistant** command only appears on the **Tools** menu when you are using a Microsoft Exchange Server account

Turn on or off the Out of Office Assistant Microsoft Exchange Server 2007 accounts

1. On the **Tools** menu, click **Out of Office Assistant**.



NOTE The **Tools** menu appears on the main Outlook window. The main window is the same window that appears when you start Outlook and includes the **File**, **Edit**, **View**, **Go**, **Tools**, **Actions**, and **Help** menus. There is no **Tools** menu in windows where you create or view items such as e-mail messages, contacts, or tasks.

If the **Out of Office Assistant** command does not appear, an alternative method to automatically reply to messages is available for all Outlook users. Go to [Automatically reply to messages](#).

2. Click **Send Out of Office auto-replies**.
3. If you want, select the **Only send during this time range** check box to schedule when your out of office replies are active. If you do not specify a start and end time, auto-replies will be sent until you click **Do not send Out of Office auto-replies**.
4. On the **Inside My Organization** tab, type the response that you want to send while you are out of the office.
To send auto-replies to people out of your organization, continue with steps 4 and 5.
5. On the **Outside My Organization** tab, select the **Auto-reply to people outside my organization** check box, and then type the response that you want to send while you are out of the office.

NOTE Organization is usually defined as your company and includes people who have an Exchange Server account on your e-mail system.

When the **Auto-reply to people outside my organization** check box is selected, the **Outside My Organization** tab displays **(On)** next to the tab name.

6. On the **Outside My Organization** tab, click **My Contacts only** or **Anyone outside my organization** to specify the people to whom auto-replies are to be sent.

NOTE The contact must exist in your Exchange Server **Contacts** folder. If the contact exists only in a folder that is a part of a Personal Folders file (.pst), the auto-reply message will not be sent.

Use rules with the Out of Office Assistant

If you are not going to check e-mail messages while you are out of the office, use the Out of Office Assistant with rules to automatically manage incoming messages by specifying what action Outlook should take with them. For example, you can create rules to automatically move or copy messages to other folders, to delete messages, to send custom replies, and so on.

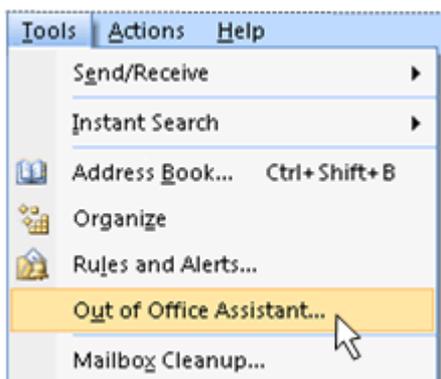
If you create rules, it is important to understand how they are applied in Outlook:

Rules are applied in the order in which they appear from top to bottom in the list of rules.

If you select more than one condition in the **Edit Rule** dialog box, the rule will be applied only to messages that meet all of the selected conditions. For example, if you specify Judy Lew as the sender (condition) and "Marketing Meeting" (condition) in the **Subject** box, the rule is applied only to messages that meet both conditions.

However, if you set multiple criteria for a single condition, the rule will be applied to any message that meets at least one criterion for that condition. For example, if you specify "Judy Lew;Frank Lee" in the **From** box, the rule is applied to messages from either Judy Lew or Frank Lee.

1. On the **Tools** menu, click **Out of Office Assistant**.



NOTE The **Tools** menu appears on the main Outlook window. The **Tools** menu is not available in windows where you create or view items such as e-mail messages, contacts, or tasks.

2. Click **Rules**.

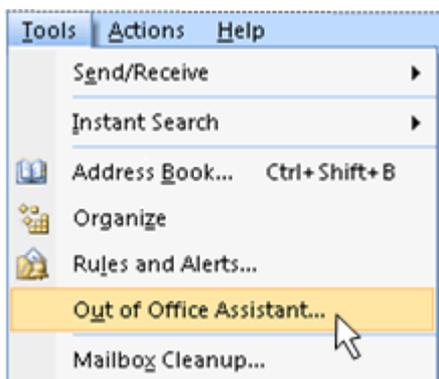
NOTE If you are using an Exchange Server 2003 or Exchange Server 2000 account, click **Add Rule** instead. Under **When a message arrives that meets the following conditions**, specify the conditions that the message must meet for the rule to be applied.

3. If you want to specify more conditions, click **Advanced**, select the options that you want, and then click **OK**.
4. If you want to specify that this rule must be applied last, select the **Do not process subsequent rules** check box.
5. Under **Perform these actions**, select the actions that you want. You can select more than one action.

NOTE If you specify that a message must be deleted, rules that follow the delete rule in the list of rules in the **Out of Office Assistant** dialog box do not affect the message.

Edit rules used with the Out of Office Assistant

1. On the **Tools** menu, click **Out of Office Assistant**.



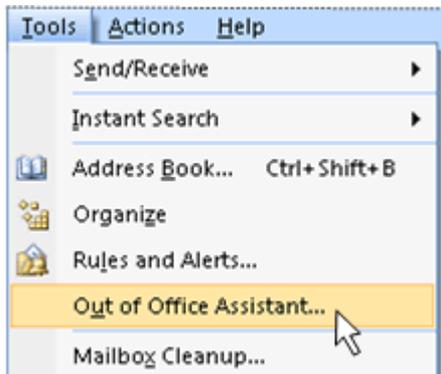
NOTE The **Tools** menu appears on the main Outlook window. The **Tools** menu is not available in windows where you create or view items such as e-mail messages, contacts, or tasks.

2. To edit the rules, do any of the following:
 - **Change a specific rule**
 1. Click **Rules**, select the rule, and then click **Edit Rule**.

NOTE If you are using an Exchange Server 2003 or Exchange Server 2000 account, first click select the rule, and then click **Edit Rule**.
 2. Make changes to the conditions and actions for the rule.
 - **Change the order in which rules are applied to incoming messages**
 1. Under **These rules will be applied to incoming messages while you are out of the office**, click the rule that you want to move up or down in the list.
 2. Click **Move Up** or **Move Down**.
 - **Delete a rule**
 1. Under **These rules will be applied to incoming messages while you are out of the office**, click the rule that you want to delete.
 2. Click **Delete Rule**.

Turn on or off rules used with the Out of Office Assistant

1. To turn the out of office rules on or off, on the **Tools** menu, click **Out of Office Assistant**.



NOTE The **Tools** menu appears on the main Outlook window. The **Tools** menu is not available in windows where you create or view items such as e-mail messages, contacts, or tasks.

2. Click **Rules**.

NOTE If you are using an Exchange Server 2003 or Exchange Server 2000 account, go to the next step. There is no **Rules** button.

3. In the **Status** column, select or clear the check box next to the rule that you