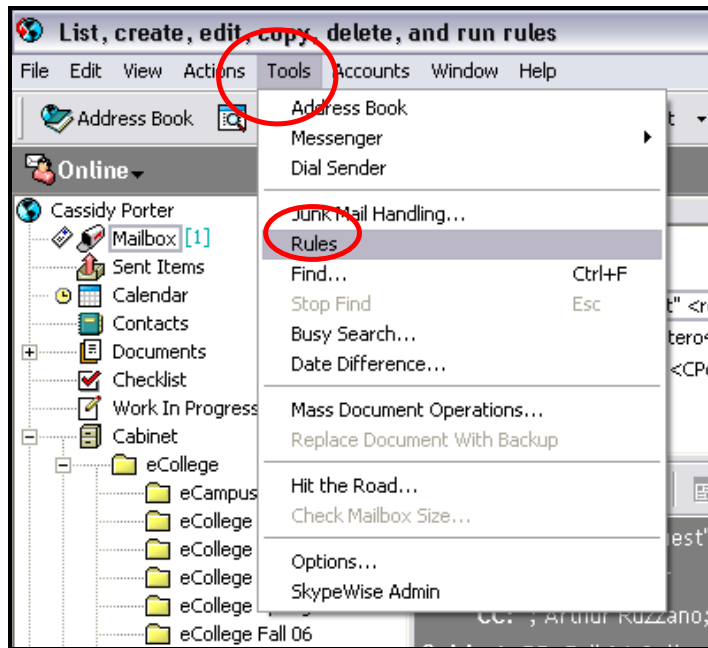


How to Create an Out-of-Office Reply

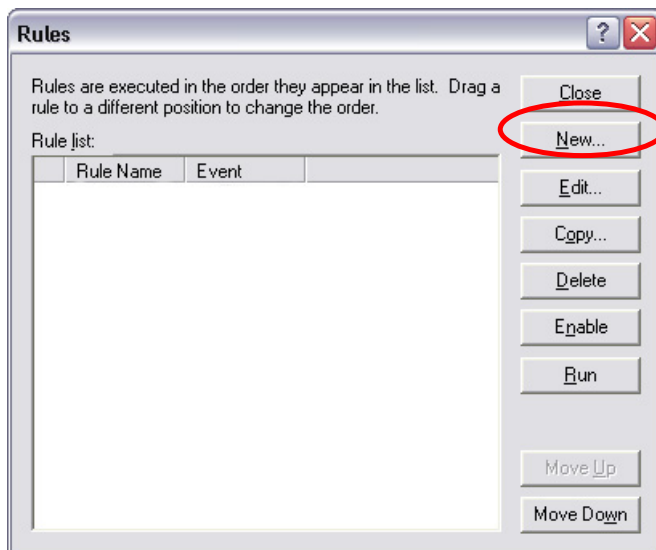
Step 1

- In the Menu bar choose Tools – Rules



Step 2

- Choose New



How to Create an Out-of-Office Reply

Step 3

1. Type in the title "out of office reply"
2. Choose "New Item"
3. Click "Received"

The screenshot shows the 'New Rule' dialog box with the following settings:

- Rule name: Out of Office Reply (circled in red with a '1')
- When event is: New Item (circled in red with a '2')
- And items are: Received, Sent, Posted, Draft (the 'Received' checkbox is circled in red with a '3')
- If conditions are (optional): (empty)
- Item types: Mail, Appgintment, Task, Reminder note, Phone message
- Act on all items
- Appointment conflict exists: Does not matter (Yes or No)
- Then actions are: (empty list)
- Buttons: Add Action, Edit Action, Delete Action, Save, Cancel

Step 4

- Click "Define Conditions"

The screenshot shows the 'New Rule' dialog box with the following settings:

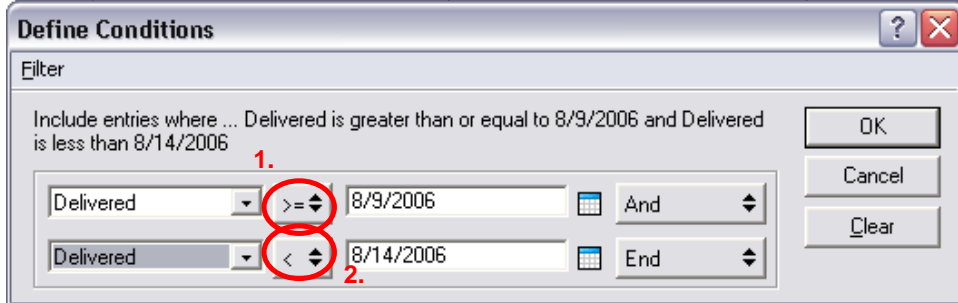
- Rule name: Out of Office Reply
- When event is: New Item
- And items are: Received, Sent, Posted, Draft
- If conditions are (optional): Define Conditions... (circled in red)
- Item types: Mail, Appgintment, Task, Reminder note, Phone message
- Act on all items
- Appointment conflict exists: Does not matter (Yes or No)
- Then actions are: (empty list)
- Buttons: Add Action, Edit Action, Delete Action, Save, Cancel

How to Create an Out-of-Office Reply

Step 5

- Use these settings.
 1. on or after date
 2. before date
- Only change the dates to match your time schedule
 - The first date is your first day of vacation
 - The second date is the day you return

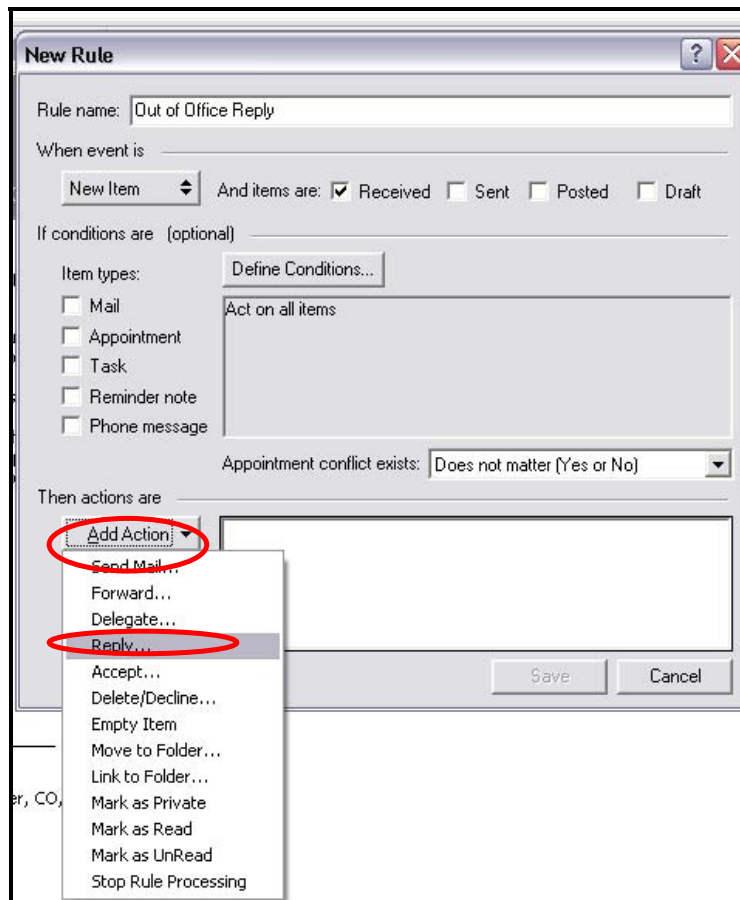
In this example I was started vacation on Wednesday 8-9-06 and returned to work on Monday 8-14-06



** When you set the dates here the “out-of-office” reply will turn on and off automatically!

Step 6

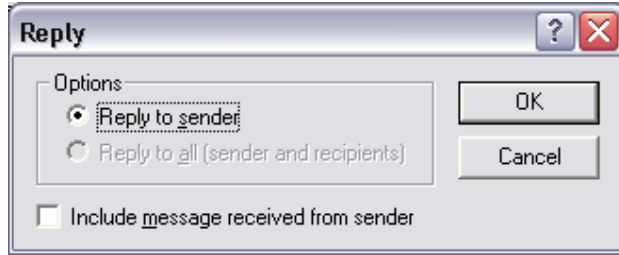
- Click “Add Action” and choose “Reply”



How to Create an Out-of-Office Reply

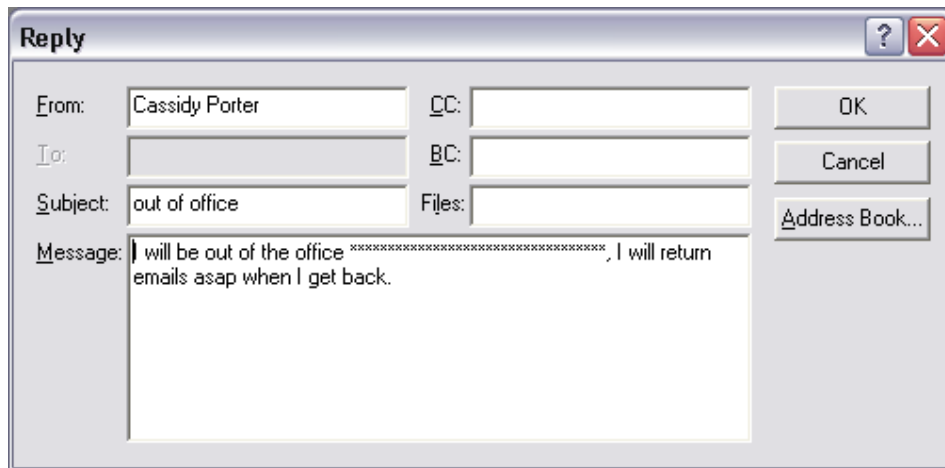
Step 7

- Click Ok



Step 8

- Fill in the form like this
 - Replace the ***** with the dates of your vacation
 - Or you could put in no dates and make the response generic to every time you are out of the office.



How to Create an Out-of-Office Reply

Step 9

- Click "Save" to finish your rule

Edit Rule

Rule name:

When event is

And items are: Received Sent Posted Draft

If conditions are (optional)

Item types:

- Mail
- Appointment
- Task
- Reminder note
- Phone message

Appointment conflict exists:

Then actions are

Step 10

- Check the box to turn the rule on.

Rules

Rules are executed in the order they appear in the list. Drag a rule to a different position to change the order.

Rule list:

<input type="checkbox"/>	Rule Name	Event
<input checked="" type="checkbox"/>	out of office	New Item