

Out of Office Automated Replies in Outlook 2007

Situation:


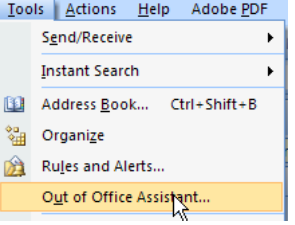
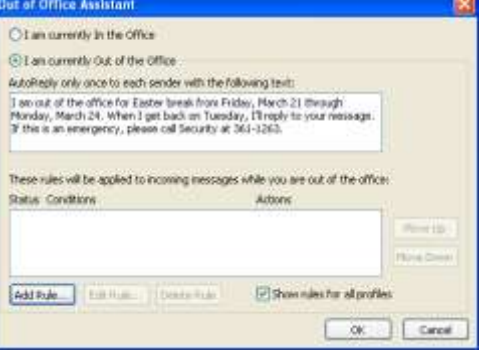
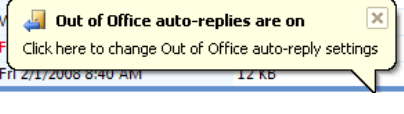
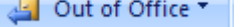
You will be away from the office and not able to check emails. You would like to notify people who email you that you're away from your office and not ignoring them.

Overview:

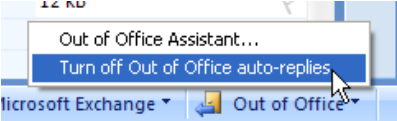
Before you leave work, turn on Out of Office. People with @etown.edu addresses will get one bounce back email saying that you are out of the office. People NOT having a @etown.edu address will NOT get a bounce back.

Step by Step Instructions:

Turn on Out of Office

1.	Select Mail in Outlook	
2.	Click Tools menu	
3.	Select Out of Office Assistant...	
4.	Select I am currently Out of the Office Write a short note Click OK	
5.	Notification that Out of Office is turned on appears on lower right corner of the Outlook window	
6.	Status bar indication	
7.	The first time a person with an Etown account sends you a message, they will receive an automated Out of Office message. Subsequent messages to you during your absence will not generate an automatic Out of Office message. People NOT having an Etown mail account will NOT receive an Out of Office message.	
8.	When you get back to work turn off Out of Office	

Turn Off Out of Office

1.	On the lower right corner, click the Out of Office arrow Click Turn off Out of Office auto-replies	
	OR	
2.	Click Tools, Out of Office Assistant Click I am currently In the Office OK	