

# Out of Office Notification to All Senders

## Situation:

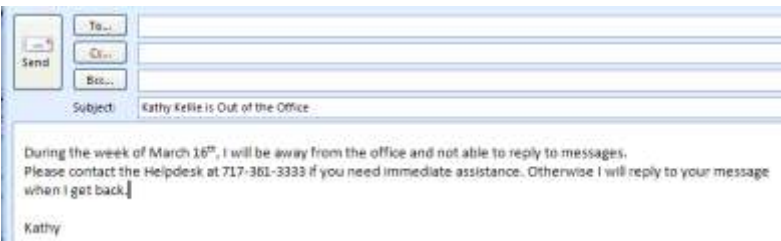
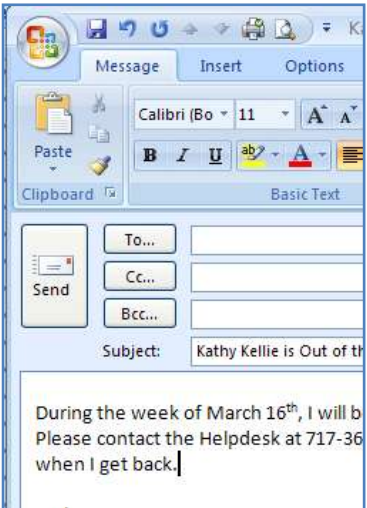
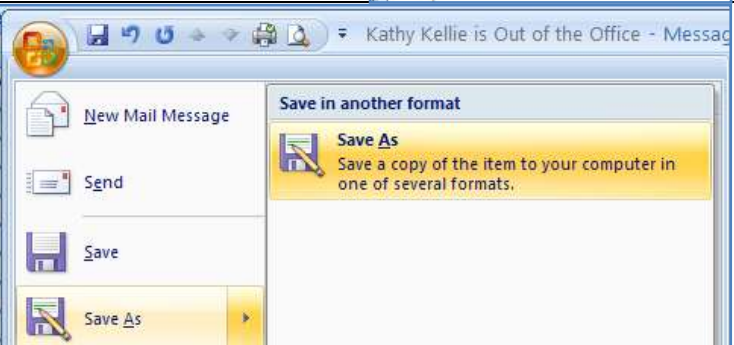
Outlook's "Out of office" tool only replies to etown.edu senders. You would like to tell people who are not from the college, such as gmail.com accounts (as well as etown.edu senders) that you are away from the office and will reply when you get back.

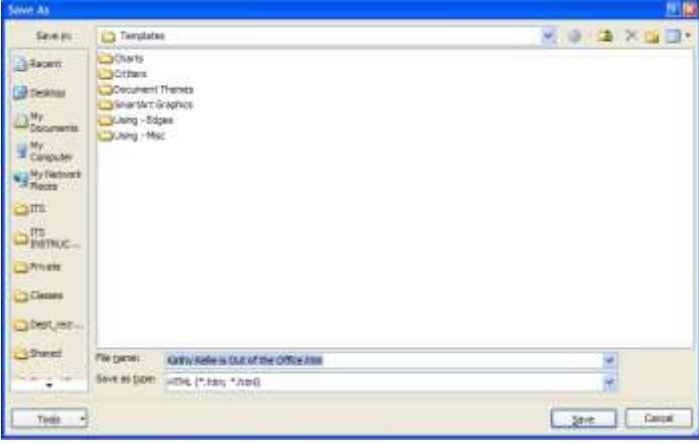
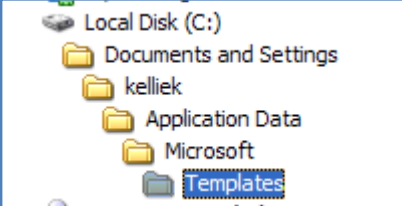
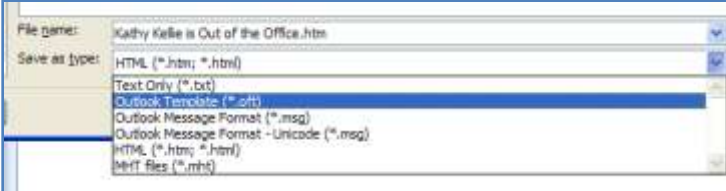
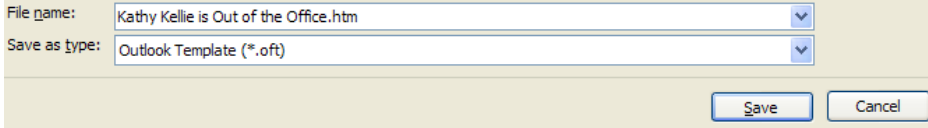
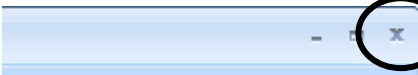
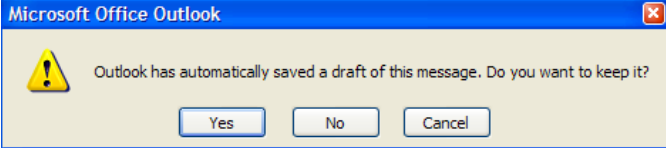
## Overview:

Create and save a template for the Out of Office notification. Create a rule for Out of Office notification that runs from your computer (client). Leave your computer on and Outlook on while you are away.

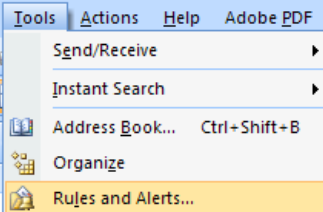
## Step by Step Instructions:

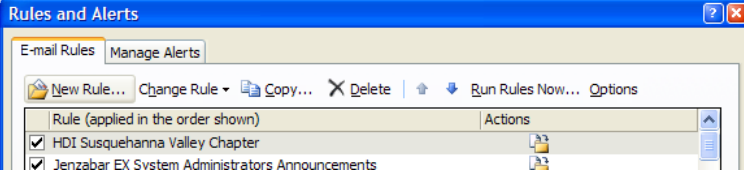

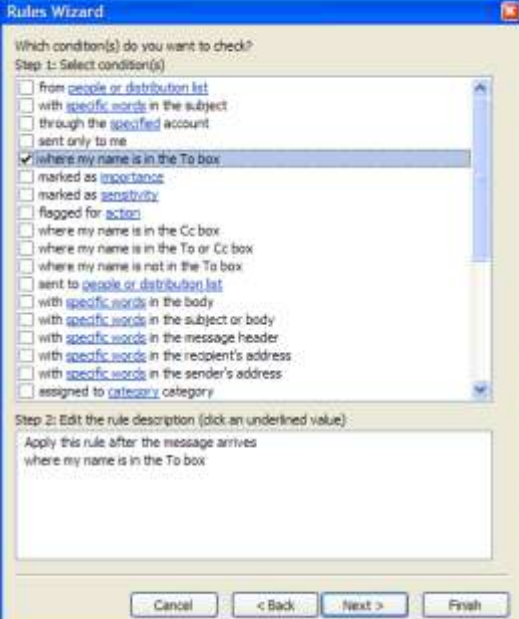
### Create a Template


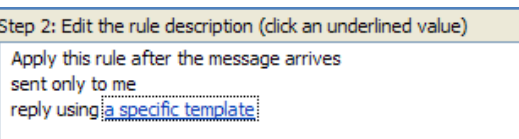
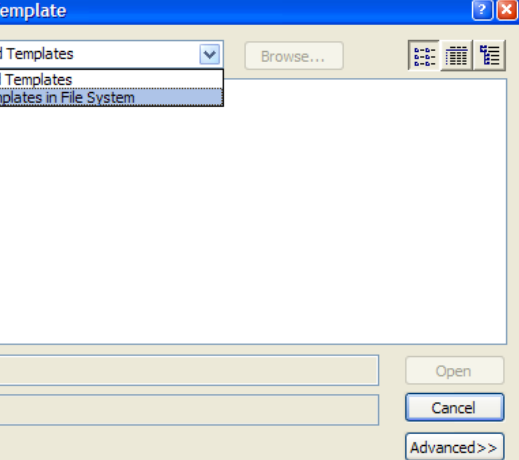
1.	Start a new message and fill in the Subject and Body 
2.	Save the Message as a template Click the Office button in the message 
3.	Point to Save As Click <b>Save As</b> (Save a copy of the item to your computer in one of several formats) 

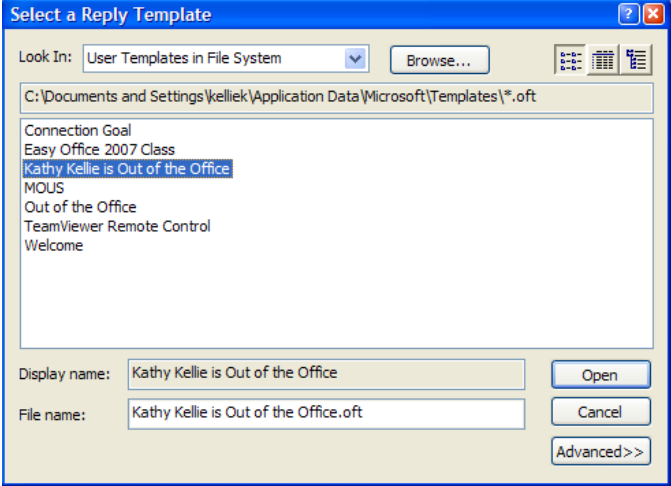

4.	<p>The location should be in templates,</p> <p><i>where your own username is listed instead of kelliiek</i></p>	 
5.	<p>Change the file type to <b>Outlook Template (*.oft)</b></p>	
6.	<p>Click Save</p>	
7.	<p>Close the message by clicking the X</p> <p>Don't keep a draft of the message Click <b>No</b></p>	 


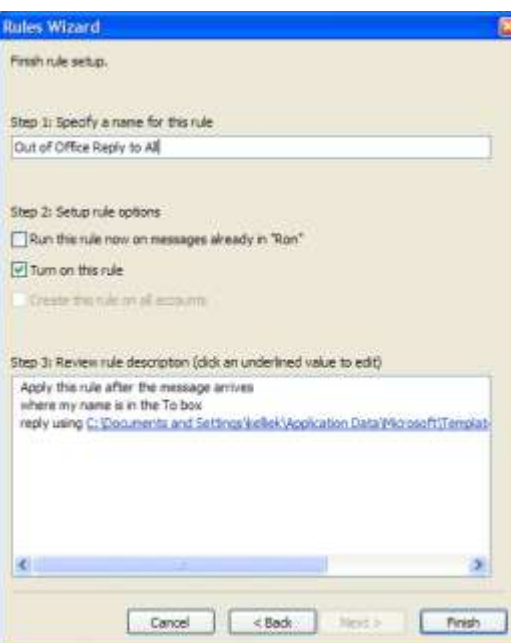

**Create a Rule to Reply to All Senders (includes people with @etown.edu addresses)**

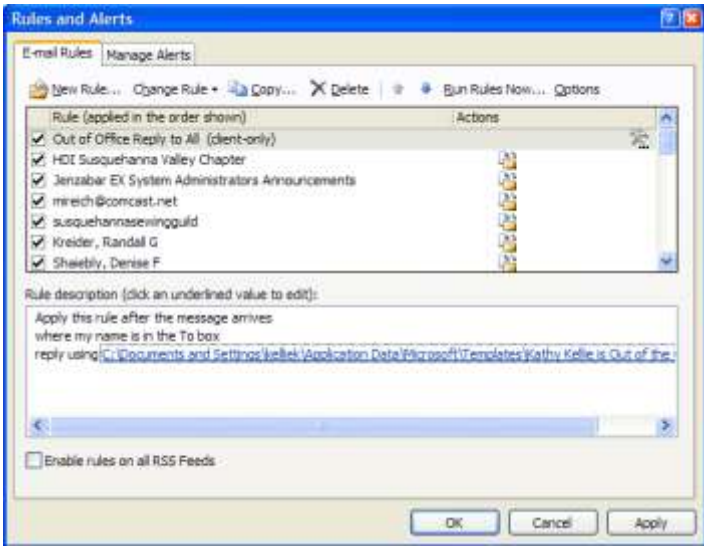
8.	<p>Menu: Tools, Rules and Alerts</p>	
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9.	Click <b>New Rule</b>	
10.	Under Start from a blank rule Click <b>Check messages when they arrive</b>  Click Next>	
11.	Check <b>where my name is in the To: box</b>  Click Next>	

<p>12.</p>	<p><b>Check reply using a specific template</b></p> <p>Do NOT check have server reply using a specific message because it will not work</p>	 <p>The screenshot shows the 'Rules Wizard' dialog box. Under 'Step 1: Select action(s)', the checkbox for 'reply using a specific template' is checked. Other options include moving to a folder, assigning to a category, deleting, and forwarding. Under 'Step 2: Edit the rule description', the text reads: 'Apply this rule after the message arrives', 'sent only to me', and 'reply using a specific template'.</p>
<p>13.</p>	<p>In the Step 2 section, click "a specific template"</p>	 <p>This is a close-up of the Step 2 section of the Rules Wizard. It shows the text 'reply using a specific template' with a dotted box around the words 'a specific template', indicating where the user should click.</p>
<p>14.</p>	<p>In the Look In: box Click the list arrow and select <b>User Templates in File System</b></p> <p>Note: This is on <i>your</i> computer, not the server</p>	 <p>The screenshot shows the 'Select a Reply Template' dialog box. The 'Look In:' dropdown is set to 'Standard Templates'. Below it, a list shows 'Standard Templates' and 'User Templates in File System', with the latter selected. At the bottom, there are fields for 'Display name:' and 'File name:', and buttons for 'Open', 'Cancel', and 'Advanced &gt;&gt;'.</p>

<p>15.</p> <p>Select the template you created</p> <p>Click Open</p>	
<p>16.</p> <p>Now the template name is filled in in Step 2</p> <p>Click Next&gt;</p>	

<p>17.</p> <p>Select any exceptions  <b>Don't check anything if you don't want to choose any exceptions by clicking Next&gt;</b></p> <p>Click Next&gt;</p>		
<p>18.</p> <p>Name the Rule  Ex: Out of Office Reply to All</p> <p>If you are ready for the rule to start working,  Check Turn on this rule</p> <p>Otherwise, remove the check, but remember to  turn it on when you are ready for the rule to work</p> <p>Click <b>Finish</b></p>		
<p>19.</p> <p>Click <b>OK</b></p>		

<p>20.</p> <p>Check the Out of Office to Outsiders (client-only) rule</p> <p>Click <b>Apply</b></p> <p>Note: Make sure to click Apply, otherwise, the rule will not turn on until you exit Outlook and then re-start Outlook.</p> <p>Click <b>OK</b></p> <p>If you see a message "Updating the Server" just wait until it goes away.</p>	
<p>21.</p>	<p>Make sure you leave your computer on and Outlook turned on too when you leave the office. Otherwise, the rule will not work because it is a client side rule only. Client-side means from your computer, not the server.</p>

### What Senders See

<p>22.</p>	
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