Activating the Out of Office Assistant

If you’re not going to check e-mail while you’re out of the office, use the Out of Office Assistant to manage your Inbox, by automatically responding to incoming mail. You can also create rules that automatically manage incoming messages by telling Microsoft Outlook what action to 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.

1. Run Outlook
2. Click ‘Tools’
3. Select ‘Out of Office Assistant’ (note: If you don’t see this option, click the down arrow at the bottom of the options.)

You will see the following window:
4. In the box that says ‘AutoReply only once to each sender with the following text:’ type the message that you want the sender to receive.

When you want to enable this function, select ‘I am currently Out of the Office’ and click OK. As long as the rule is on, people who send you emails will receive the message you composed. One aspect of the rule to remember is that once your Mailbox receives an e-mail from a particular person, that person will not receive your out of office response for subsequent e-mails—only the initial e-mail.

**Turn an Out of Office Assistant Rule On or Off**

1. To turn out of office rules on or off, on the Tools menu, click Out of Office Assistant.
2. In the Status box, select or clear the check box next to the rule you want to turn on or off.