

Out of the Office Assistant

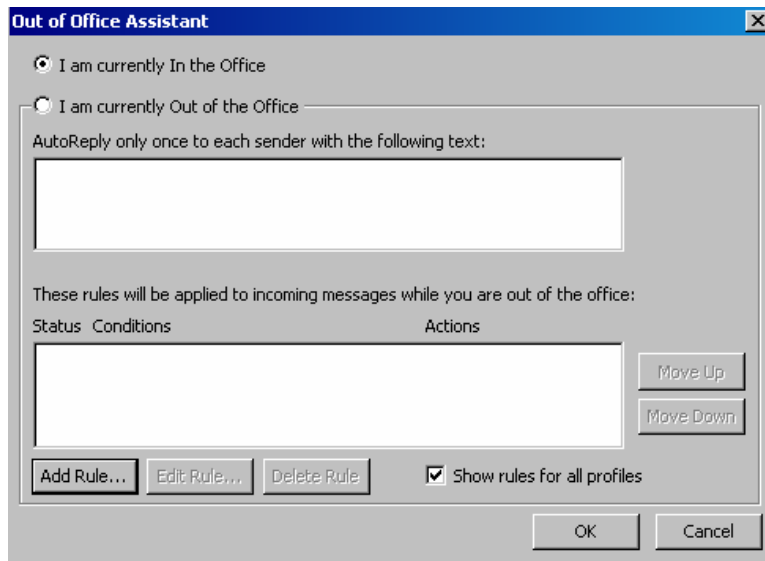
The Out of the Office Assistant automatically sends a standard reply to your incoming messages while you are out of the office.

Some examples of the conditions and actions that make up an Out of Office Assistant rule are shown in the table below:

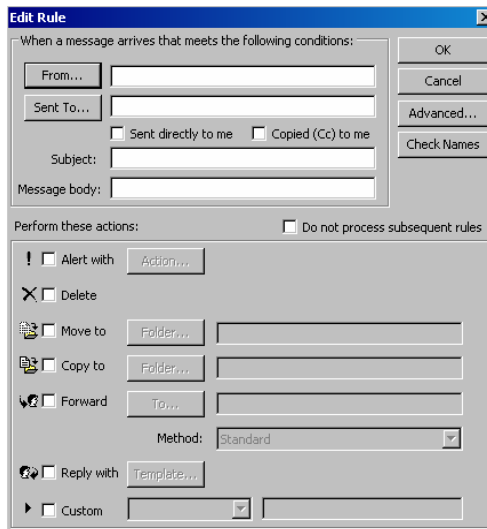
Condition	Action
Messages received from a specified key client.....	Forward mail to assistant.
Messages about a current project.....	Forward mail to manager.
A routine daily update from a specified company.....	Delete the mail.
About a specified project.....	Move message to the project folder.

Rules - To notify others that you are out of the office:

1. Choose **Tools** → **Out of the Office Assistant** to display the Out of Office Assistant dialog box.



2. In the dialog box, check **“I Am Currently Out of the Office”**.
3. In the Auto Reply Only Once To Each Sender With the Following Text box, type the message you want people to receive.
4. To apply additional rules, click **“Add Rule”** to open the Edit Rule dialog box.



5. In the When A Message Arrives That Meets The Following Conditions section, specify the conditions to meet.
6. In the Perform These Actions section, specify what Outlook should do with the messages that meet the conditions. Note: You can check more than one check box.)
7. Click **OK** to close the Edit Rule dialog box.
8. Click **OK** to close the Out of Office Assistant dialog box.