

About Outlook Out of Office Assistant

The Microsoft® Office Outlook® 2007 Out of Office (OOF) Assistant automatically replies to your e-mail while you are on vacation or otherwise unavailable to answer e-mail. A customized message is sent from you to the sender alerting her or him of your status.

Topics in this guide include:

- Turn on the OOF Assistant
- Create Auto-Reply Messages
- Add Custom Rules to the OOF Assistant
- Scenarios for Inbox Rules

Turn on the OOF Assistant

If you are going to be out of the office, you can create an automated e-mail message that will be sent once to each person who e-mails you while you are away.

1. On the **Tools** menu, click **Out of Office Assistant**.
2. In the **Out of Office Assistant** dialog box, click **Send Out of Office auto-replies**.
3. If desired, select **Only send during this time range**, and then set the appropriate Start and End dates and times. [See Figure A.](#)

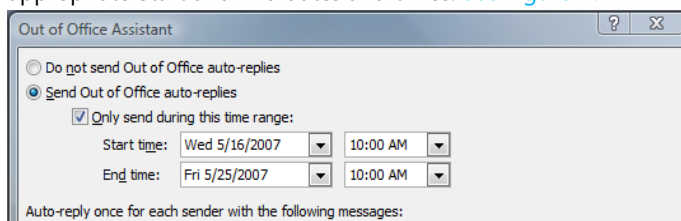


Figure A.

Leave this dialog box open, and continue to the next procedure.

Create Auto-Reply Messages

You can create separate internal and external auto-reply messages so that people inside and outside the company will receive different replies during your absence. Use this feature to ensure that only your co-workers view work-related information.

1. In the **Out of Office Assistant** dialog box, there are two tabs for messages: **Inside My Organization** and **Outside My Organization**. [See Figure B.](#)
2. To send an OOF reply for messages originating within your company, create your reply in the text window of **Inside My Organization**.

Information to include in your message:

- Dates you are gone
- Contact information if applicable
- Whether you will be checking e-mail
- Contact name for urgent issues

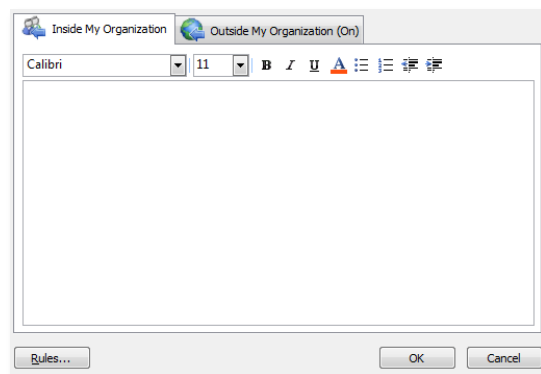


Figure A

3. To send an OOF reply for messages originating from outside your company, click the **Outside My Organization** tab.
4. Make sure **Auto-reply to people outside my organization** is selected.
5. Choose **My Contacts only** or **Anyone outside my organization**.
6. Create your reply in the text window of **Outside My Organization**, and then click **OK**.

When you return to work, Outlook will prompt you to turn off the Assistant, which will disable both your Internal and External OOF messages.

Add Custom Rules to the OOF Assistant

Set up rules to apply to incoming e-mail messages and meeting requests. Rules can automatically manage your e-mail while you are away.

1. On the **Tools** menu, click **Out of Office Assistant**.
2. In the **Out of Office Assistant** dialog box, click **Rules**.
3. In the **Out of Office Rules** dialog box, click **Add Rule** for a new rule, or click **Edit Rule** to edit an existing rule.
4. Complete the **When a message arrives that meets the following conditions** box with your preferred filtering options. See Figure C.

For example, you may forward an e-mail message from a specific person to your manager.

5. Complete the **Perform these actions** section with your preferred filtering options.
6. If you do not need to customize the rules further, click **OK**. Otherwise, click **Advanced** to add additional filtering capabilities to the rules.

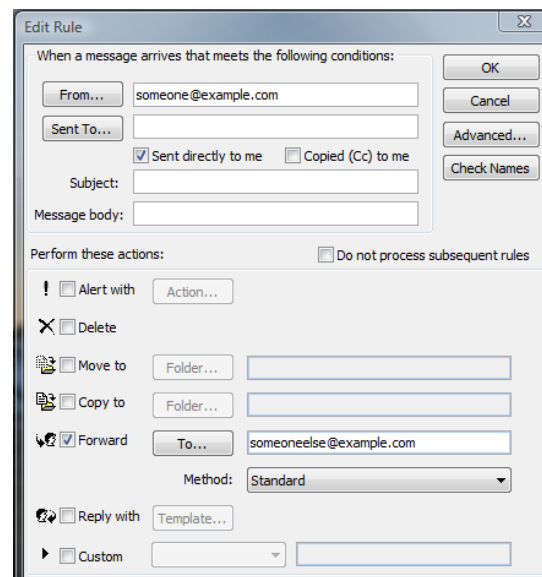


Figure B

Scenarios for Inbox Rules

Scenario: You do not want regular messages to be lost among messages from a high-traffic distribution list.

Inbox Rule: Create a rule that moves messages from that distribution list into a folder named for that list.

Scenario: When you schedule a meeting, you want the responses to be collected in a folder.

Inbox Rule: Create a rule that uses the Accepted Meeting Response form to move messages from your Inbox to a Meeting Responses folder.

Scenario: When your team sends requests to you in e-mail, you want them added to your task list.

Inbox Rule: Create a rule that flags such requests for follow-up and moves them into the Tasks list.