

Out of Office Assistant

Set out of office auto email replies with the Out of Office Assistant

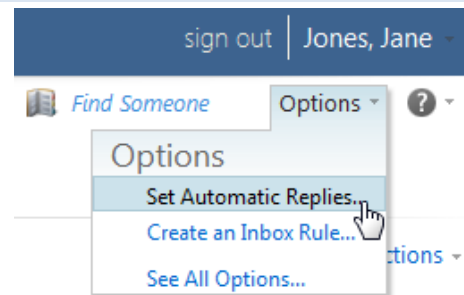
When you turn on Automatic Replies, Outlook automatically sends reply messages that you have prewritten to anyone who sends you an email message. Outlook sends only one automatic reply to each sender during your time away and does not respond to subsequent messages from the same sender until you turn it off and back on.

With the Out of Office Assistant in Exchange 2010, you can now:

- Set a start and end date in advance.
- Tailor specific messages for internal and external senders. Internal senders are senders from inside DePaul, @depaul.edu.
- Choose to send Automatic Replies messages only to internal senders.

TURN ON AUTOMATIC REPLIES

In the Outlook Web App, select **Options**, then select **Set Automatic Replies...**



AUTO REPLIES FOR INTERNAL (DEPAUL.EDU) SENDERS

To turn on, select **Send automatic replies**. Enter text of message in the text box.

AUTO REPLIES FOR EXTERNAL SENDERS

To turn on, select **Send automatic reply messages to senders outside my organization**.

Choose either to send replies only to those in your Contacts list, or to send replies to all senders. Enter text of message in the text box.

PRESCHEDULE AUTO REPLIES

To preschedule start and end dates, check **Send replies only during this time period**, and choose a Start time and End time.