

Using the Out of Office Assistant

If you know that you're going to be out of the office for a few days, it's a good idea to set up the Out of Office Assistant. The Out of Office Assistant sends an automatic response to any messages you receive while you're away.

Trap: The Out of Office Assistant only works if you are using Microsoft Exchange.

Microsoft Exchange Server 2000, 2003

1. Select **Tools** → **Out of Office Assistant** from the menu.

The Out of Office Assistant dialog box appears.

2. Select the **I am currently Out of the Office** option.

Now you need to enter the text that will appear in your auto-reply. This text will be automatically sent to anyone that sends you an e-mail while you are gone.

3. In the **AutoReply only once to each sender with the following text** field, type your auto-reply. Click **OK** when you're finished.

The Out of Office Assistant is now turned on.

The next time you start Microsoft Outlook, a dialog box will appear. Click **Yes** to turn off the Out of Office Assistant.

Microsoft Exchange Server 2007

If you are using Microsoft Exchange Server 2007, you have access to several new Out of Office features:

- **Rich text formatting:** Now you can apply fonts, colors and formatting to your replies.
- **Customization:** Now your replies can be customized based for recipients both inside and outside your organization. For example, you could specify that your co-workers receive a different message than your clients.
- **Start and stop time:** Tired of forgetting to turn off the Out of Office Assistant? Now you can apply a start and stop time in advance.

1. Select **Tools** → **Out of Office Assistant** from the menu.

The Out of Office Assistant dialog box appears.

2. Click the **Send Out of Office auto-replies** option.

Exercise

- **Exercise File:** None required.
- **Exercise:** Open the Out of Office Assistant dialog box. Take a look at the options available in this dialog box, and then close it.

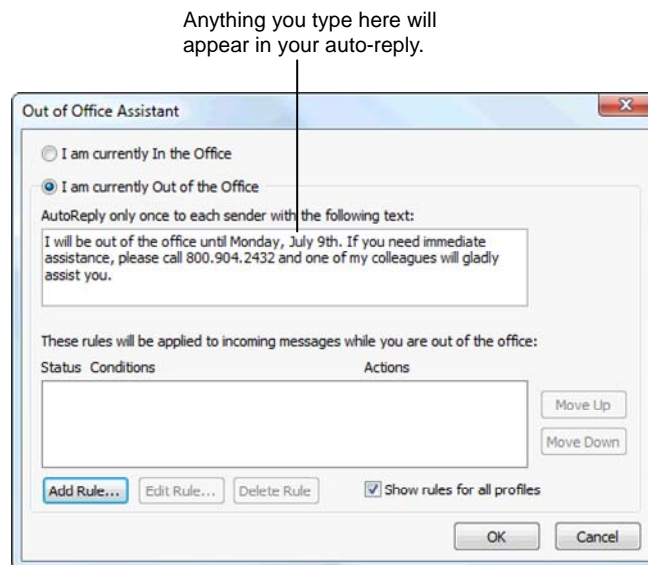


Figure 4-5: The Out of Office Assistant dialog box, if you are using Exchange Server 2003.

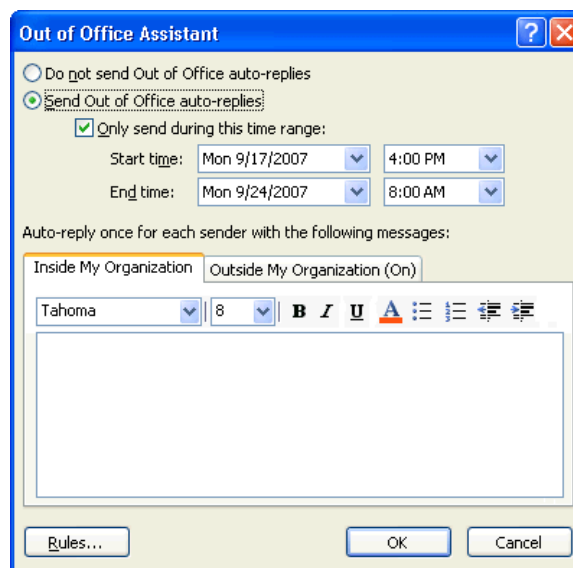


Figure 4-6: The Out of Office Assistant dialog box, if you are using Exchange Server 2007. This dialog box is shown in Windows XP.

3. (Optional) Click the **Only send during this time range** check box and specify the time range that you want messages to be auto replied to.

Now you need to enter the text that will appear in your auto-reply.

4. Type your auto-reply on the **Inside My Organization** and/or **Outside My Organization** tab.

Common auto-reply messages include information about the amount of time you are out, and who can be reached with questions. For example, "I am on a short vacation from February 1 to March 30. If you have any questions about the new network server, please contact my assistant Bob at extension 3081."

5. Click **OK**.

So how do you turn off the Out of Office Assistant? The next time you start Microsoft Outlook, a dialog box will appear, asking if you want to turn the Out of Office Assistant off. Click Yes to deactivate the Out of Office Assistant.