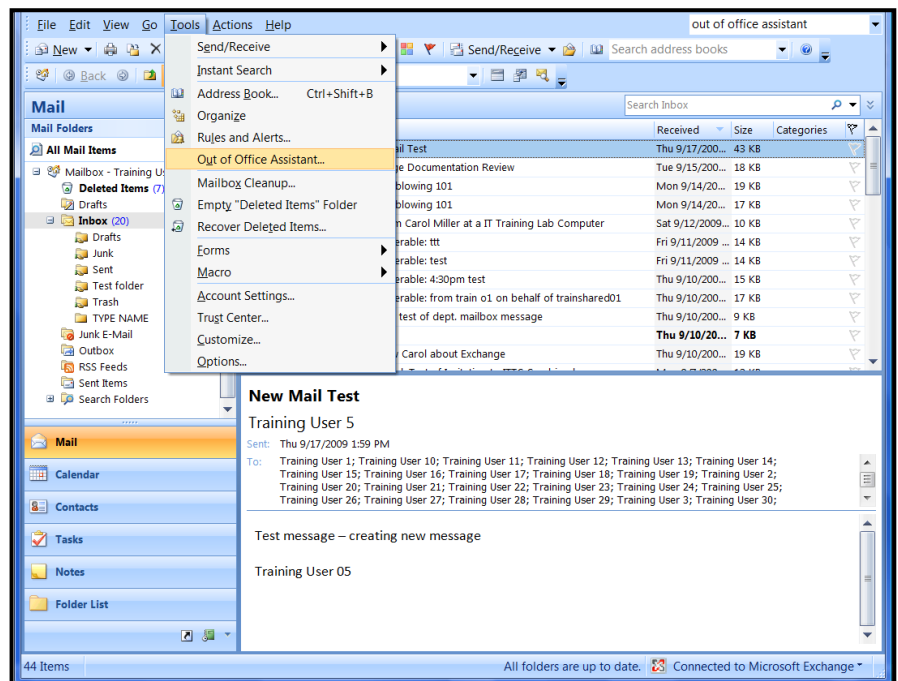


## Outlook 2007: Creating an Out of Office Message

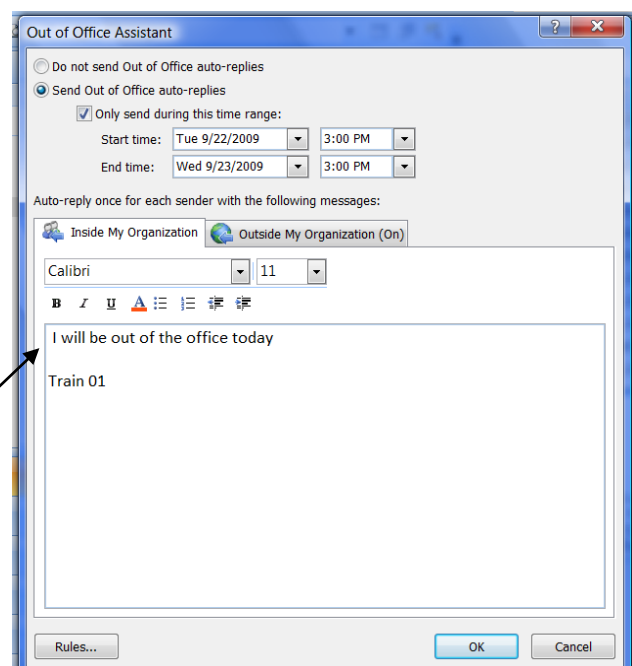
Creating an Out of Office Message Using the Out of Office Assistant - This is an integrated feature that sends an automatic message in reply to messages received when you are out of the office. By notifying senders users can save time and increase efficiency. Users can turn this feature off or on and select fonts and format options. Different messages can be created for those messages coming from inside the organization or outside the organization.

### Turning On an Out of Office Message

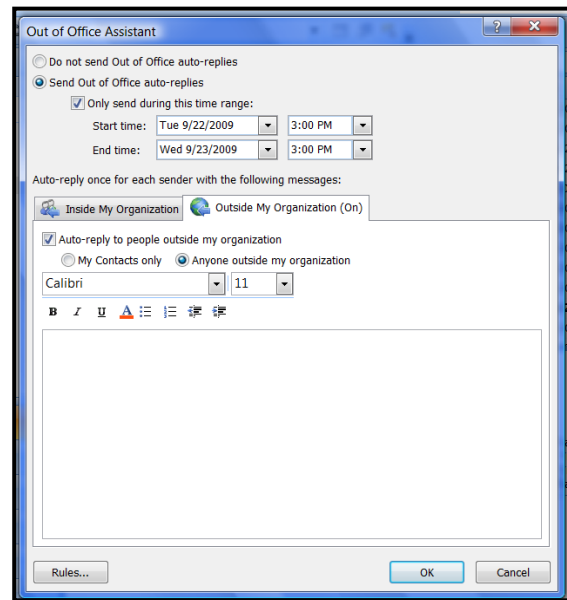
1. To create an **Out Of Office Message**, click on **Tools** in the **Menu bar**.
2. In the **Tools** window, click on **Out of Office Assistant**.



1. In the **Out of Office Assistant** window, click **Send Out of Office** auto-replies.
2. Users can set a **specific time limit** when this message is sent.
3. Click **Send Out of Office** auto-replies.
4. Then **click on Only send during this time range**.
5. **Determine and select the time range** when the message should be sent.
6. The **Out of Office** message will automatically stop unless the user edits this box.
7. The **first tab** is selected – **Inside my Organization** - **Choose text format** (if necessary) then type the specific message. Users may choose to include: *dates out of the office, emergency contact information, and/or whether the user will be checking e-mail.*

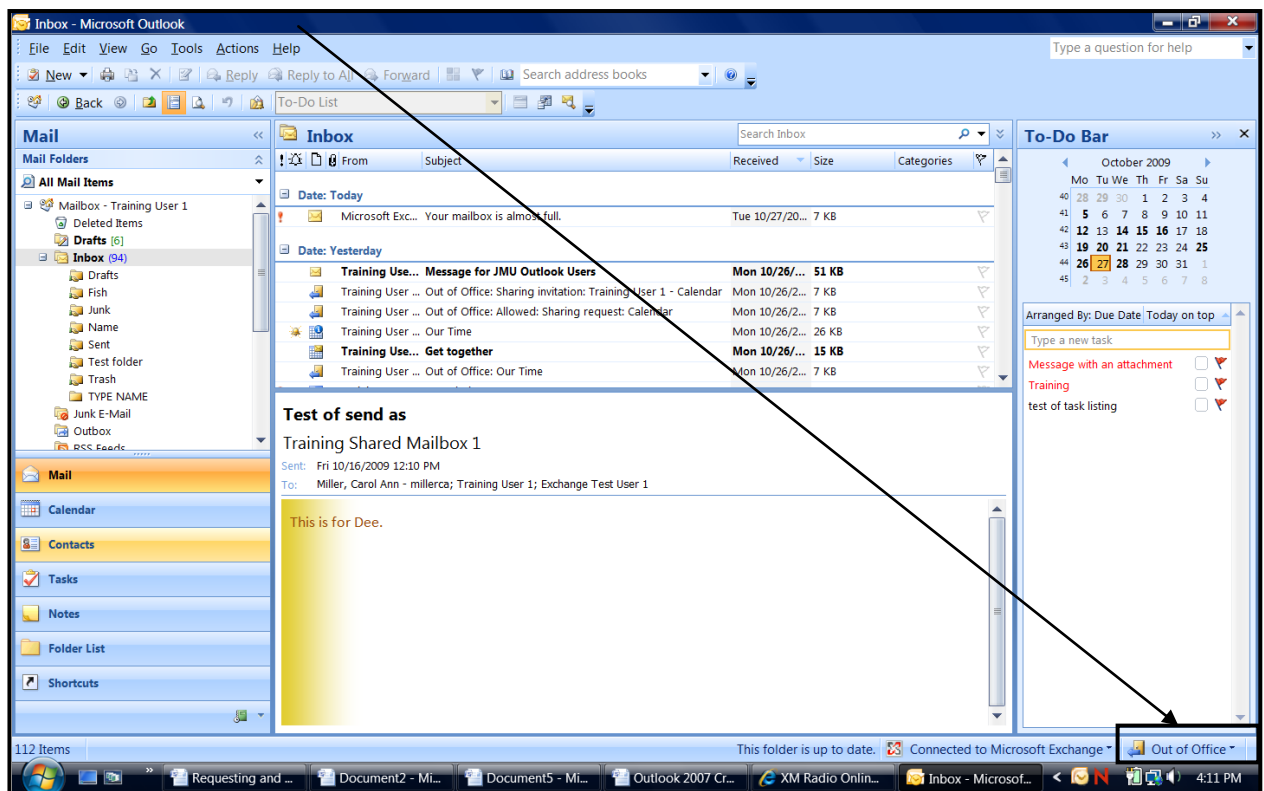


8. Click the second tab, **Outside My Organization**.
9. Notice this window has several additional options:
  - Auto-reply to people outside my organization can be **unchecked** so that no one outside the organization receives this message.
  - Send this message to **My Contacts only**
  - Send this message to **Anyone outside my organization**.
10. Choose **text format** (if necessary) then type the specific message. Users may choose to include: *dates out of the office, emergency contact information, and/or whether the user will be checking e-mail.*
11. Click **OK** to complete the **Out of Office** message. It will start at the time selected.



## Turning Off an Out of Office Message

1. While the Out of Office message is activated, a message appears in the lower right of the Outlook window that indicates that Out of Office is active.



2. To turn off Out of Office left-click on the box and a new window will appear.

3. Out of Office can be turned off from this box.
4. Or, click on Out of Office Assistant to review or edit the message.

