


**REMINDER:** Emailed to a group account. Do NOT reply using the email group account.

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WHAT's New?



**Using the Out-of-Office Feature of Microsoft Outlook**

You can use Outlook's Out-of-Office feature to automatically send reply to anyone who emails you while you are out of the office. This is better than sending announcements to ALL EMAIL USERS because you limit the information only to those who will be affected by your absence.

Use Out-of-Office feature when you're:

- Attending seminars/trainings
- On long vacation/protracted leave

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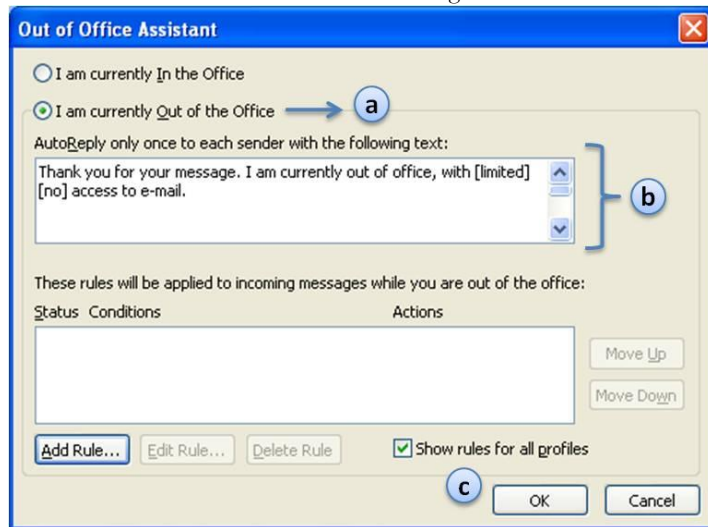
## HOW TO USE OUT-OF-OFFICE FEATURE ON MS OUTLOOK

### MS OUTLOOK 2003

1. On **Tools** menu, select **Out of Office Assistant**.



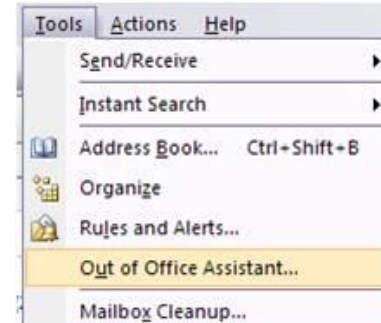
2. When Out of Office Assistant window appears, do the following:



- (a) Select **“I am currently Out of the Office”**.
- (b) Type your custom message in the text field below.

### MS OUTLOOK 2007

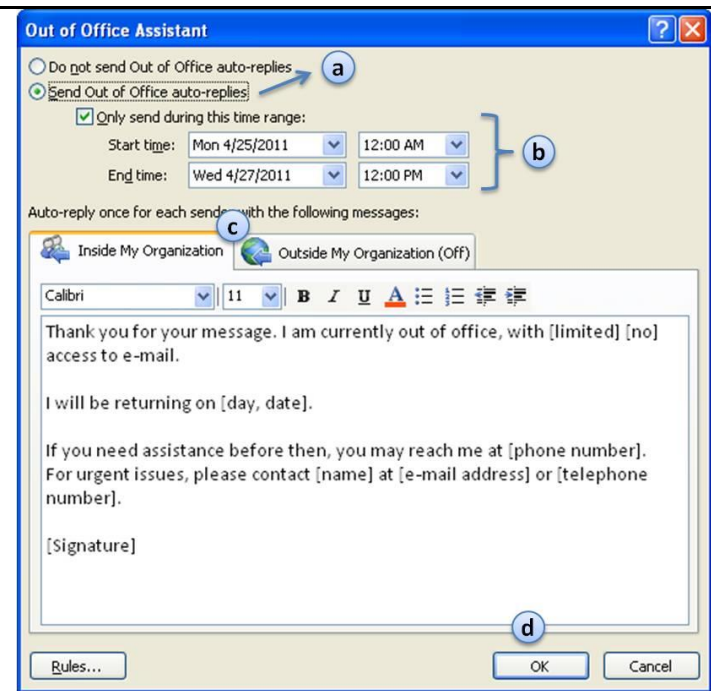
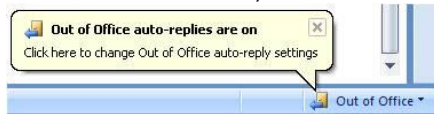
1. On **Tools** menu, select **Out of Office Assistant**.



2. When Out of Office Assistant window appears, do the following:

(c) Click OK.

3. Pop-up will appear informing that Out of Office Assistant is currently activated.



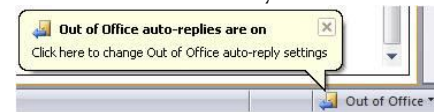
(a) Select "Send Out of Office auto-replies".

(b) Check "Only send during this time range:" and define the Start time and End time.

(c) Type your custom message in the text field under **Inside My Organization** tab.

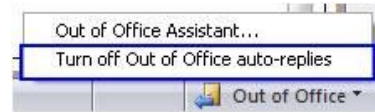
(d) Click OK.

3. Pop-up will appear informing that Out of Office Assistant is currently activated.



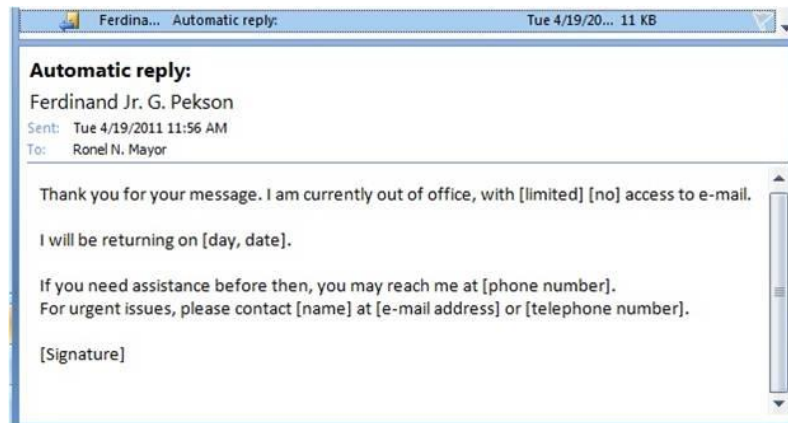
**IMPORTANT:** Remember to disable your Out of Office Assistant when you return.

To disable auto-replies, simply click the **Down Arrow** on the Out of Office Reminder and click **Turn off Out of Office auto-replies**.



## DRAFTING OUT-OF-OFFICE EMAIL MESSAGE

Once you activate the Out-of-Office Assistant, any email will receive a reply like this.



When preparing your out-of-office message, it is important that you include the following:

- Dates of your absence
- Reason for absence
- Who to contact in your absence

Complete, concise and clear out-of-office message will be useful enough to decrease the backlog of messages waiting for you when you get back to work.

Listed below are some templates that you can use as your out-of-office message.

