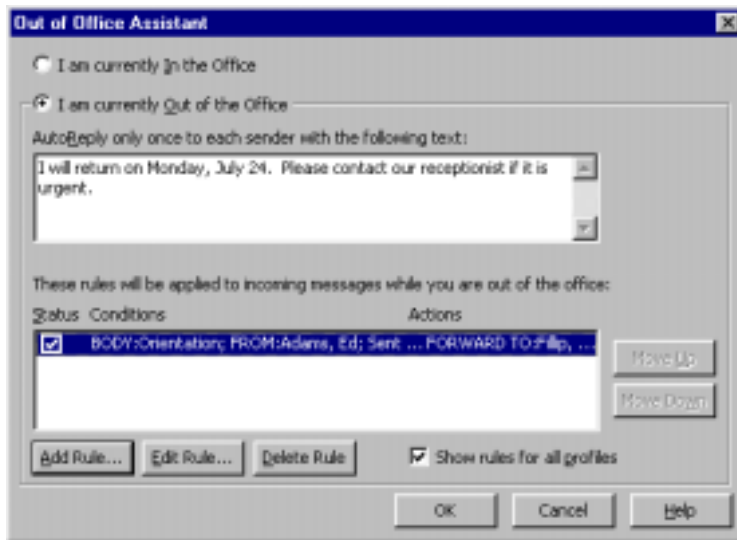
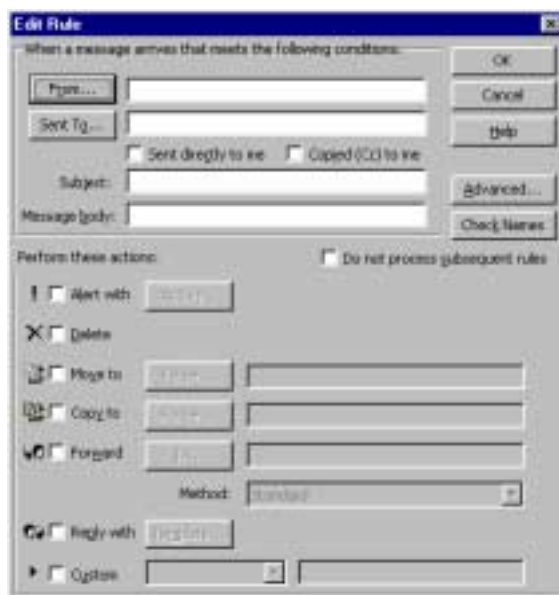


Setting Up Out of Office Messages:

It is easy to set up an auto-reply message to notify people when you are out of the office. Go to Tools - Out of Office Assistant and click on "I am currently Out of the Office" to turn it on. In the AutoReply field, type in the your reply that will be sent automatically to all incoming messages while the Office Assistant is turned on.



For those comfortable with Rules or wishing to experiment with more options, click on the Add Rules button to create rules based on various criteria to perform different actions and responses. A check mark in the status column means the rule is currently in effect, remove the check mark to turn it off.



Please Note: These rules work only when the Out of Office Assistant is turned on and active.

To create and manage regular daily rules, use the Organizer button on Outlook's Standard Toolbar instead of Out of Office rules.