

Auto-Reply Messages

You can set up a message to automatically reply to any incoming mail – this is also known as the Out of Office assistant. This feature is available in Outlook 2010 to help inform your colleagues that you are not available and to expect a delayed reply. Automatic replies typically include information of when you expect to reply back, and/or another contact person for immediate assistance.

To get started with using Automatic Replies...

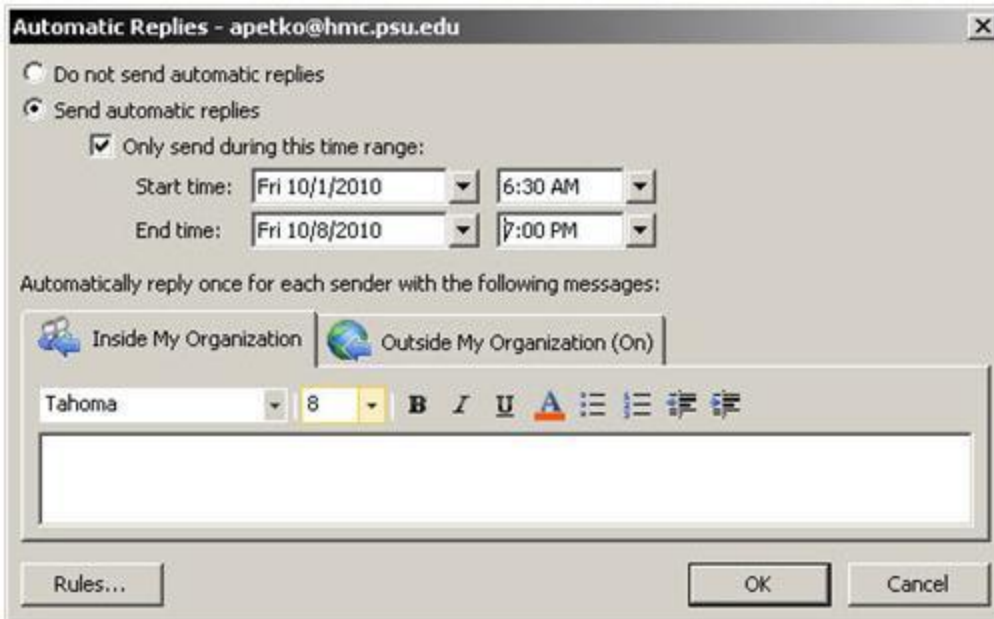
1. Click the **File** tab.
2. Click **Automatic Replies**.



Automatic Replies (Out of Office)

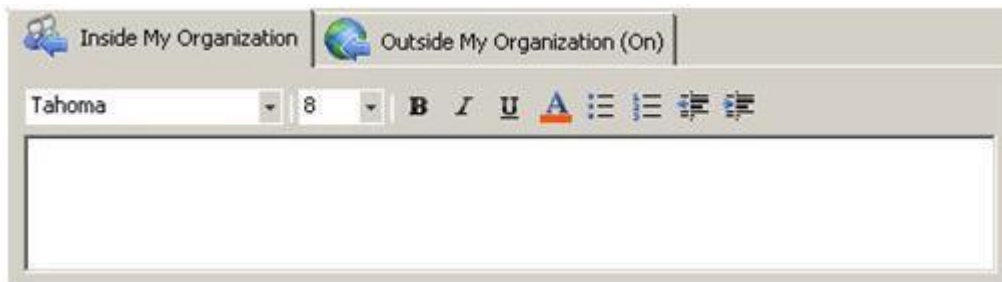
Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.

3. Select the **Send automatic replies** option.



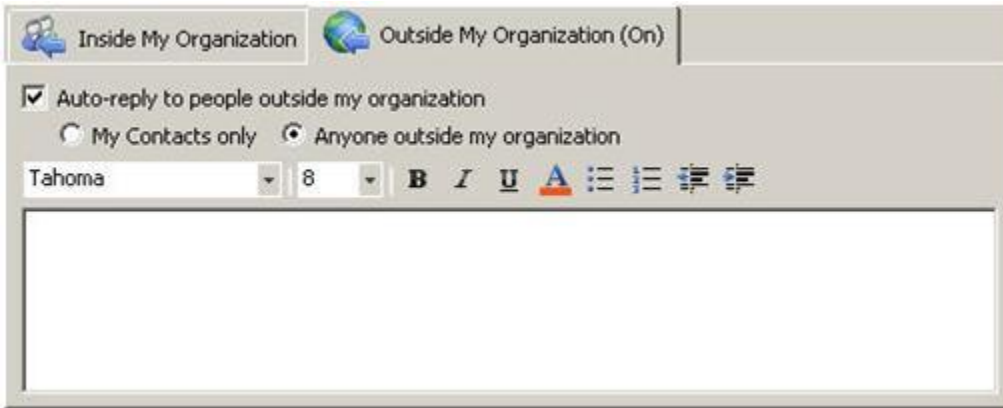
4. As needed, use the **Only send during this time range** check box to schedule when you're out of office replies are active. Without a start and end time, auto-replies will be sent until you go back into this setting area and select the **Do not send automatic replies** check box.

5. On the **Inside My Organization** tab, type the response that you want to automatically send to teammates or colleagues while you are out of the office.



6. On the **Outside My Organization** tab, select the **Auto-reply to people outside my organization** check box, and then type the response that you want to automatically send while you are out of the office. Select whether you want replies sent to **My contacts only** or to **Anyone outside my**

organization that sends you messages.



7. Click OK