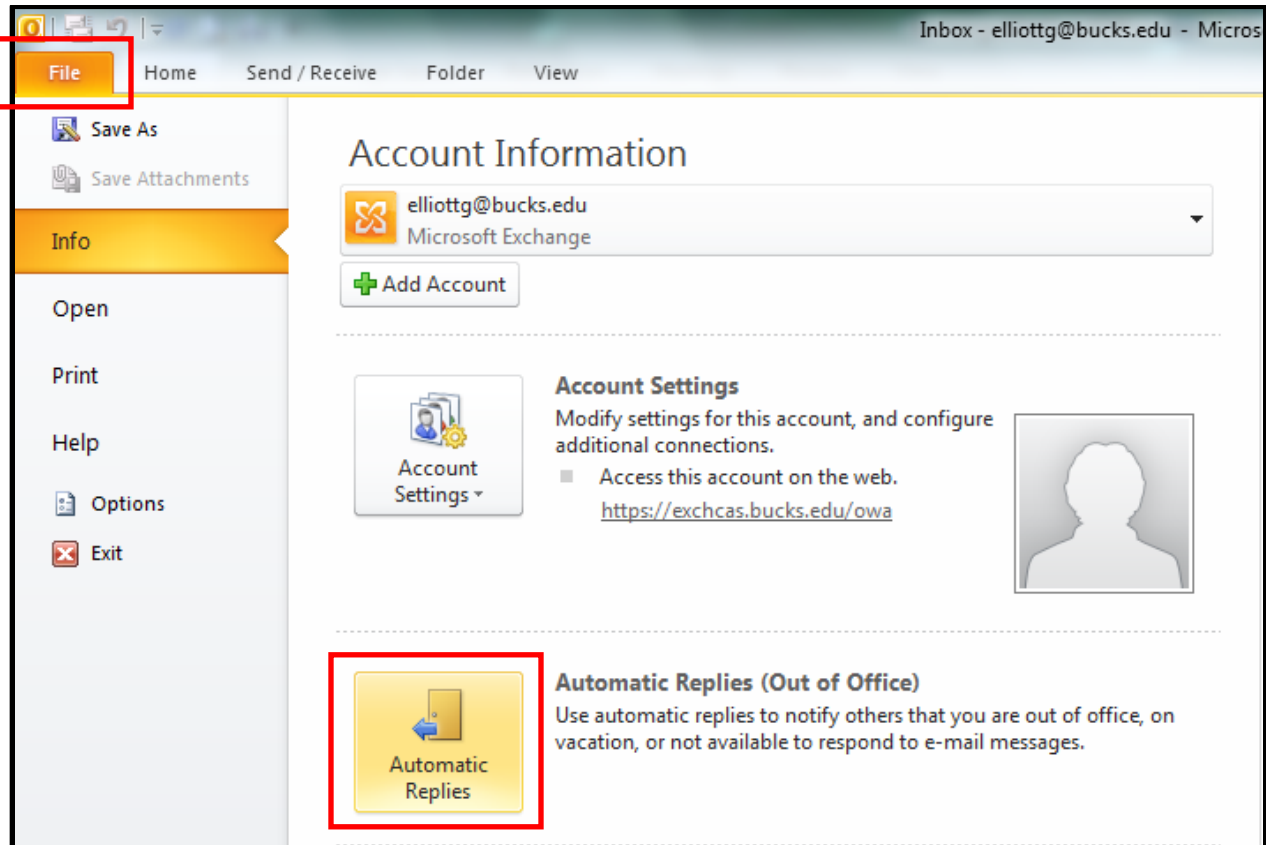


Exchange / Outlook 2010

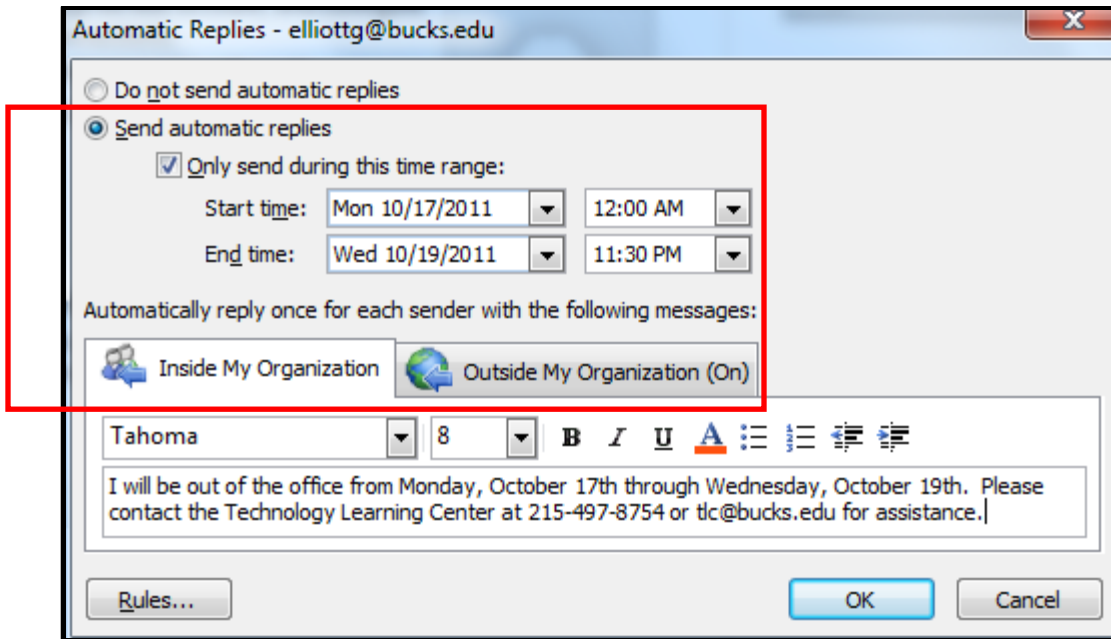
Creating an Out of Office Message

When away from the office for an extended period of time, it is a good idea to set an **Out of Office** message. Outlook will send an automatic response to some or all of the people who send you e-mail messages while you are out of the office. This tutorial covers the steps needed to set the **Out of Office** message.

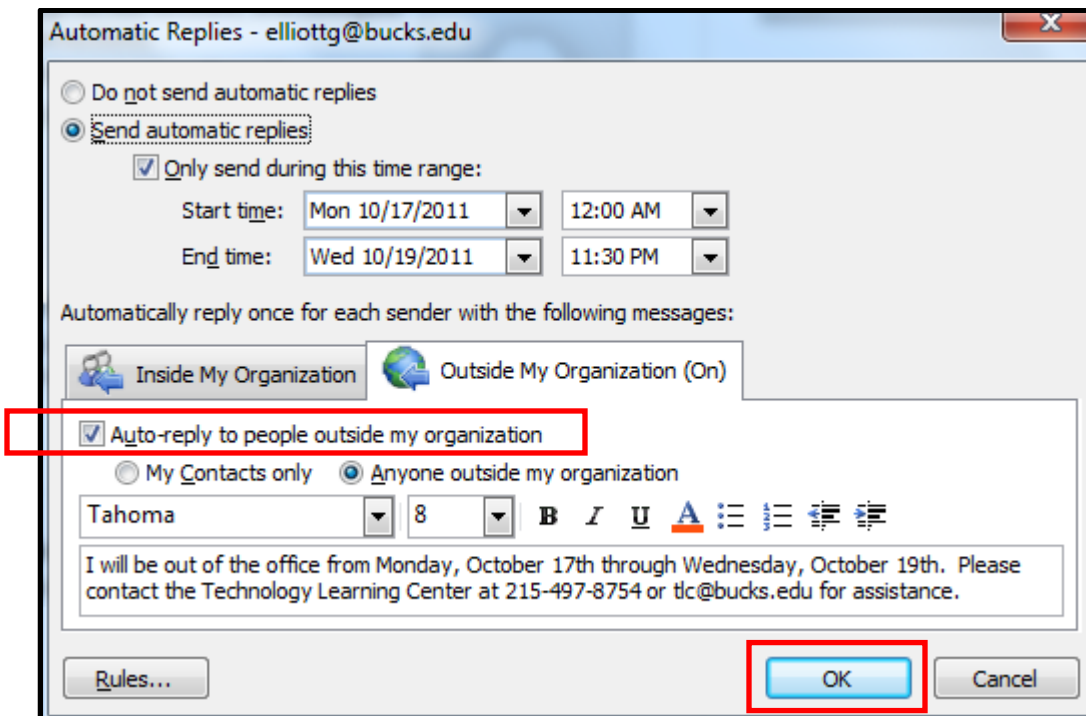
1. Click the **File** menu button, then click the **Automatic Replies** option.



2. At the next screen, click the **Send automatic replies** option.
3. Next, select the **Only send during this time range:** check box to schedule when the out of office replies are active. If a specific start and end time are not set, auto-replies will be sent until the **Do not send automatic replies** option is clicked.
4. On the **Inside My Organization** tab, type the message that BCCC employees will see while you are out of the office.

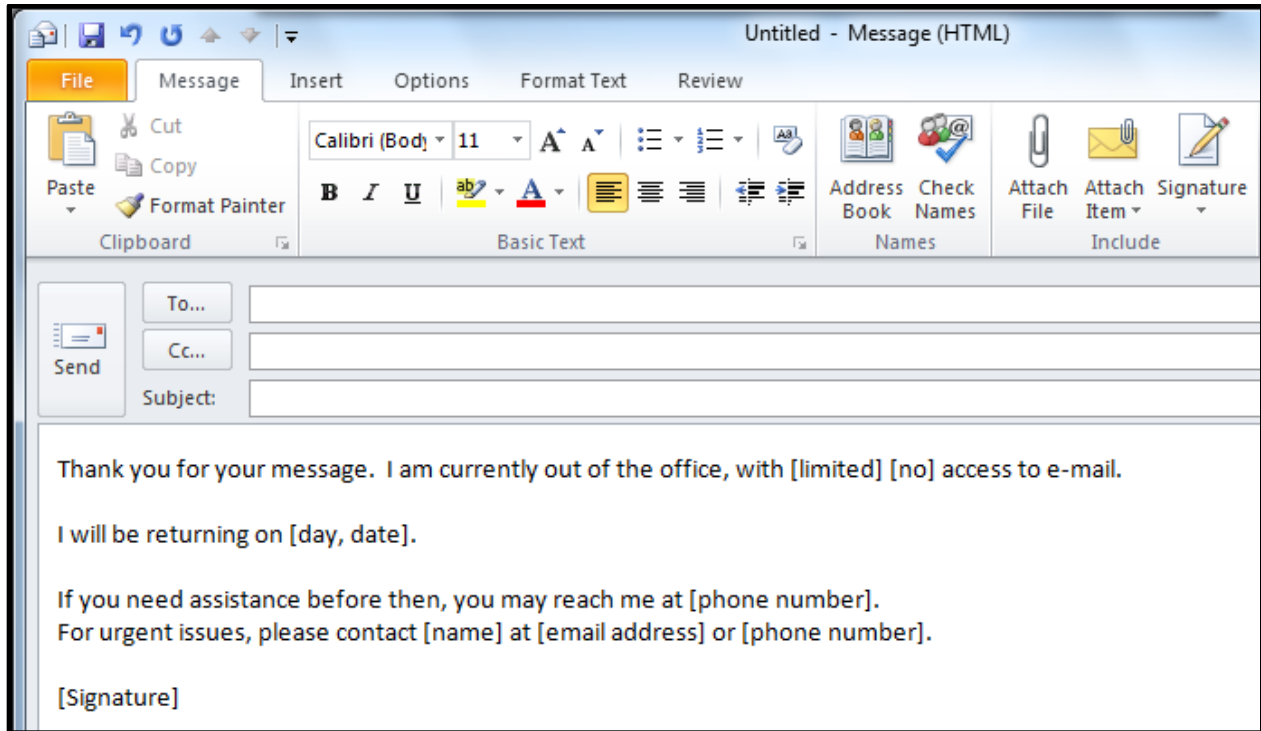


5. On the **Outside My Organization** tab, select the **Auto-reply to people outside my organization** check box, and then type the message that you want to send to anyone outside of BCCC while you are out of the office.



6. When the **Auto-reply to people outside my organization** check box is selected, the **Outside My Organization** tab displays **(On)** will appear next to the tab name.
7. Click **OK**.

Note: When creating the **Out of Office** message be sure to include a timeframe, information on how to contact you (if necessary), who to contact and how to contact them during your absence. Below is an example of **Out of Office Formal Reply** using a Microsoft.com template.



8. When **Automatic Replies (Out of Office)** is on, there will be a notification button on the bottom right side of your screen.

