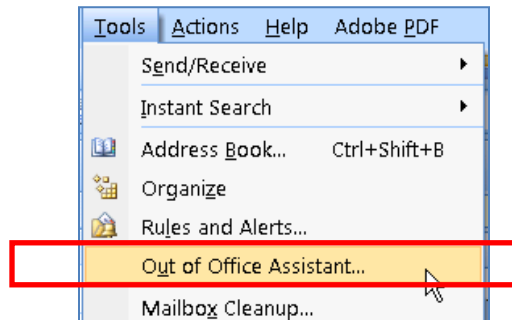


Exchange 2007

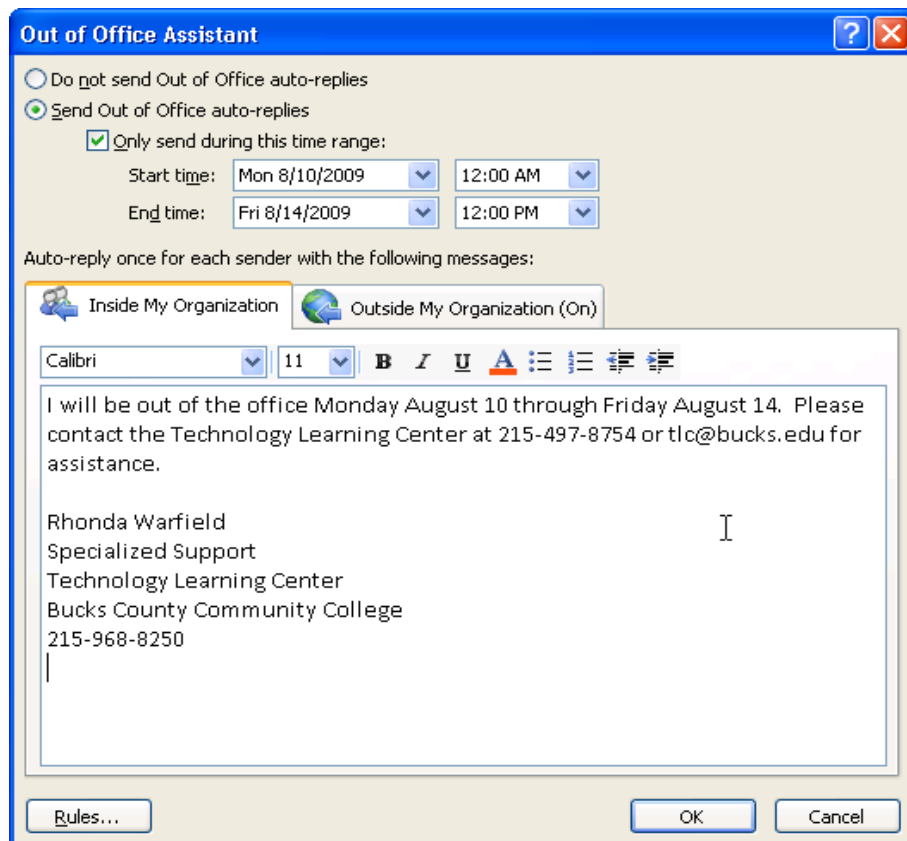
Creating an Out of Office Message

You can now set up your own out of office message without contacting ITS. 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 your out of office message.

1. Click the **Tools** menu button and then click the **Out of Office Assistant...** menu option.

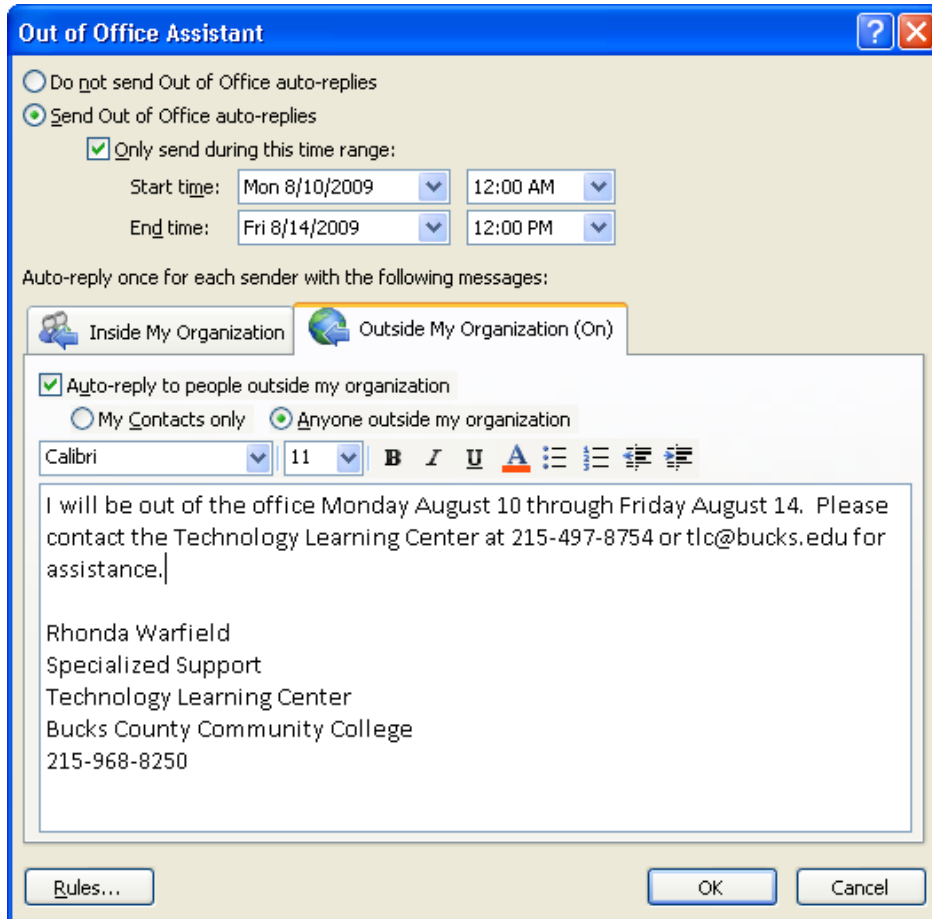


2. At the next screen, click the **Send Out of Office auto-replies** option.
3. Next, select the **Only send during this time range:** check box to schedule when your out of office replies are active. If you do not specify a start and end time, auto-replies will be sent until you click the **Do not send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

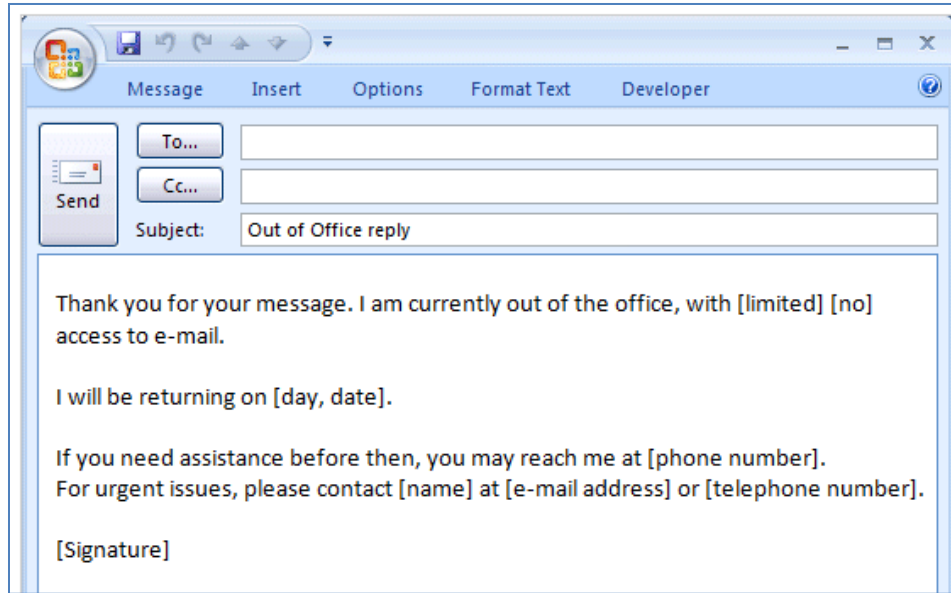


On the **Outside My Organization** tab, select the **Auto-reply to people outside my organization** check box, and then type the message that you want to send to anyone outside of BCCC while you are out of the office.

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



Note: When creating your 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.
Example of Out of Office Formal Reply using a Microsoft.com template:



7. When the **Out of Office Assistant** is on, there will be a notification button on the bottom right side of your screen.



For more information on using the Out of Office Assistant go to Outlook Help and type the words “out of office”.

