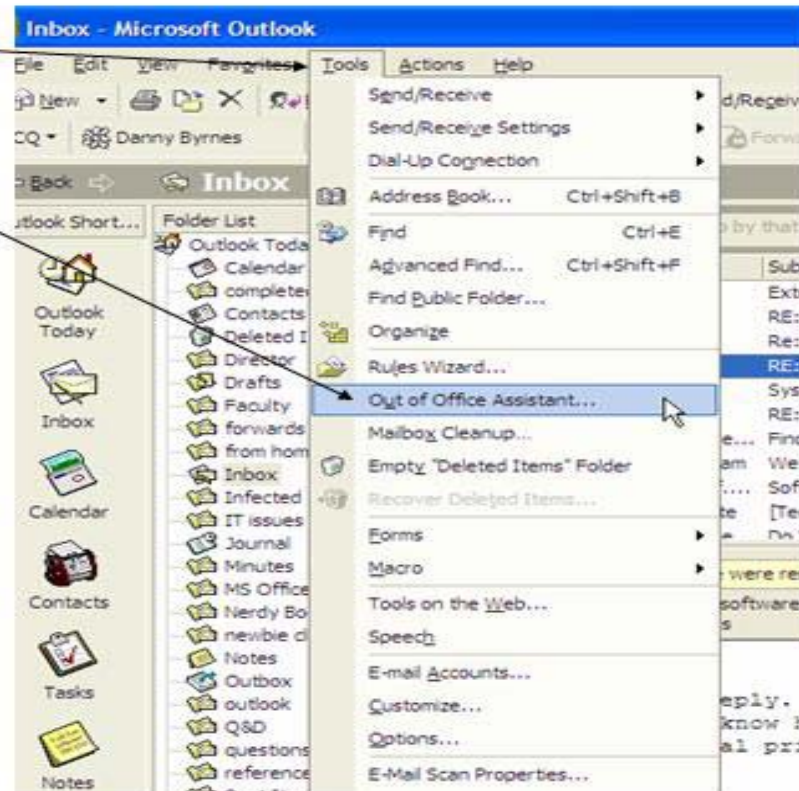


Out of Office

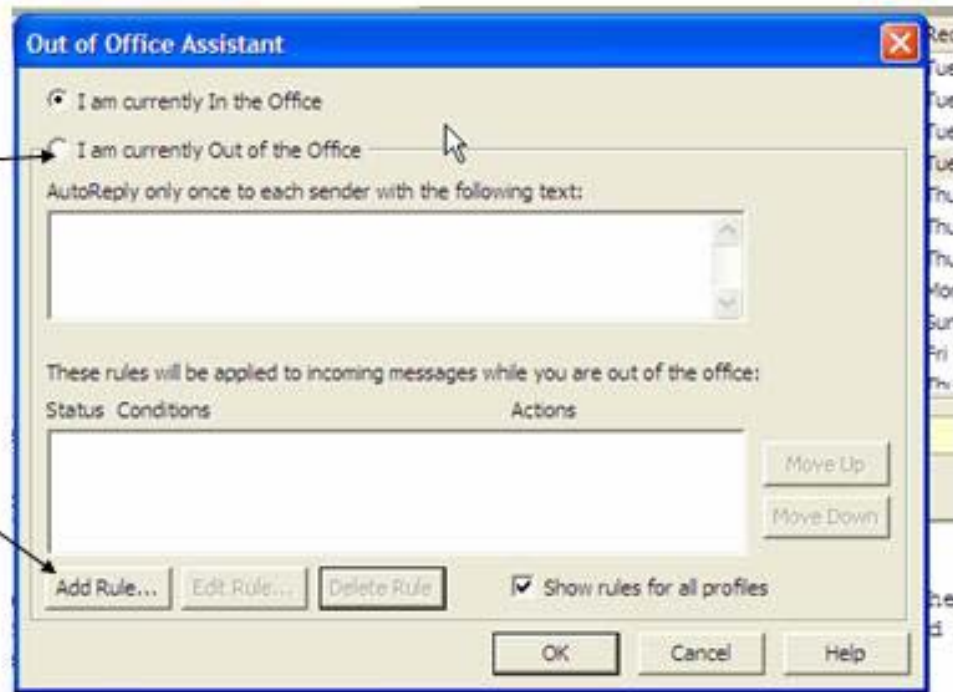
**Choose Tools
then Out of Office
Assistant**



A new window appears

Click I am currently out of the office

Click Add Rule...

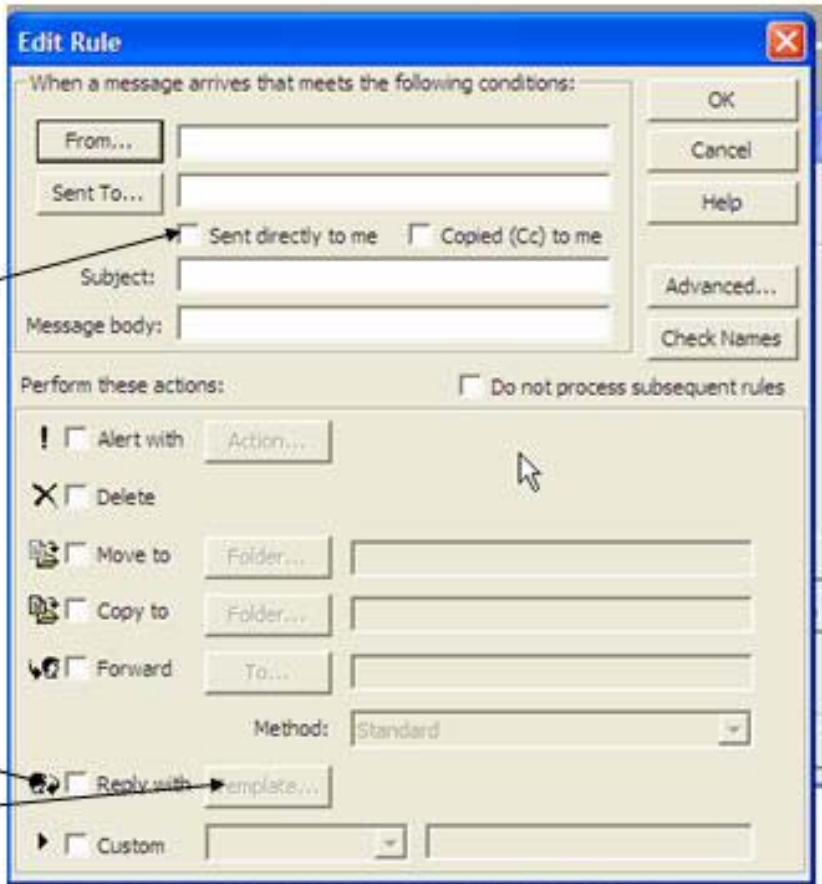


Edit Rule box opens

Select criteria

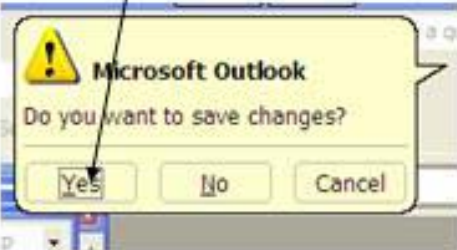
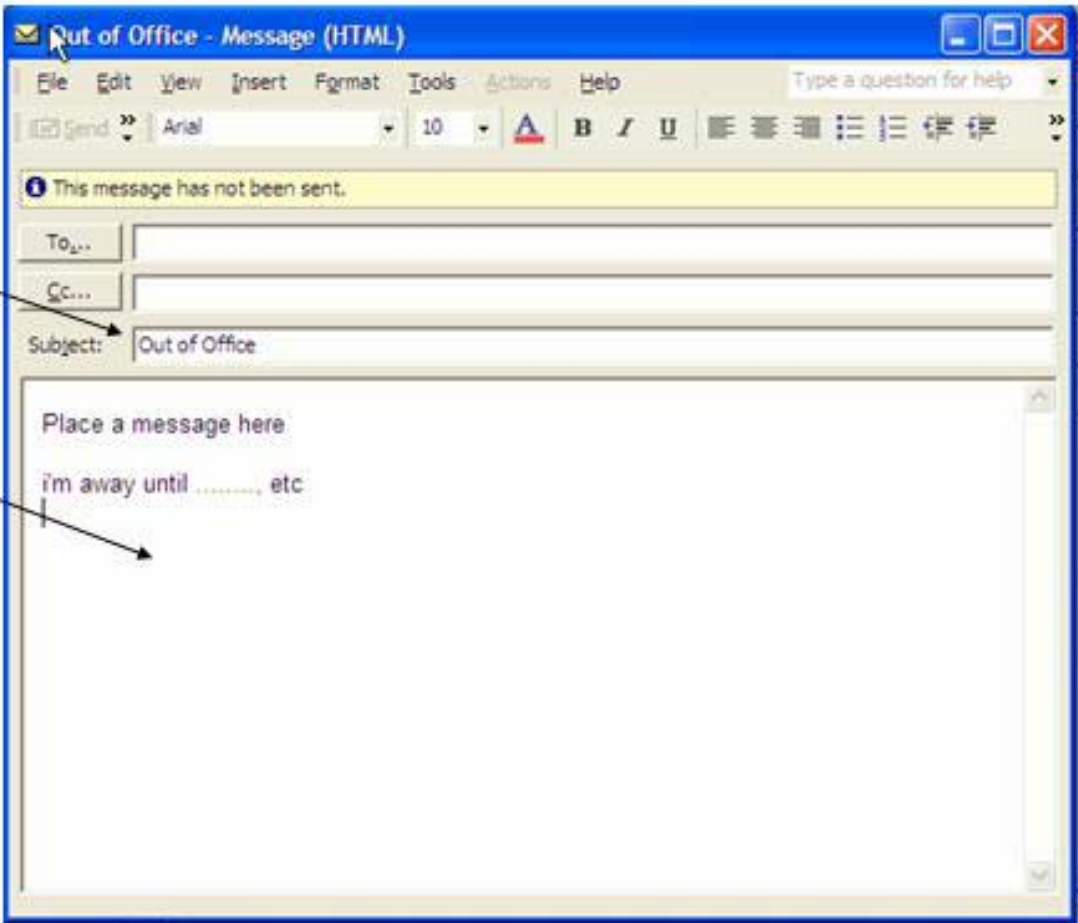
If you're in distribution list check "sent directly to me" to prevent your response sent to them ie listserv

Check reply with then template

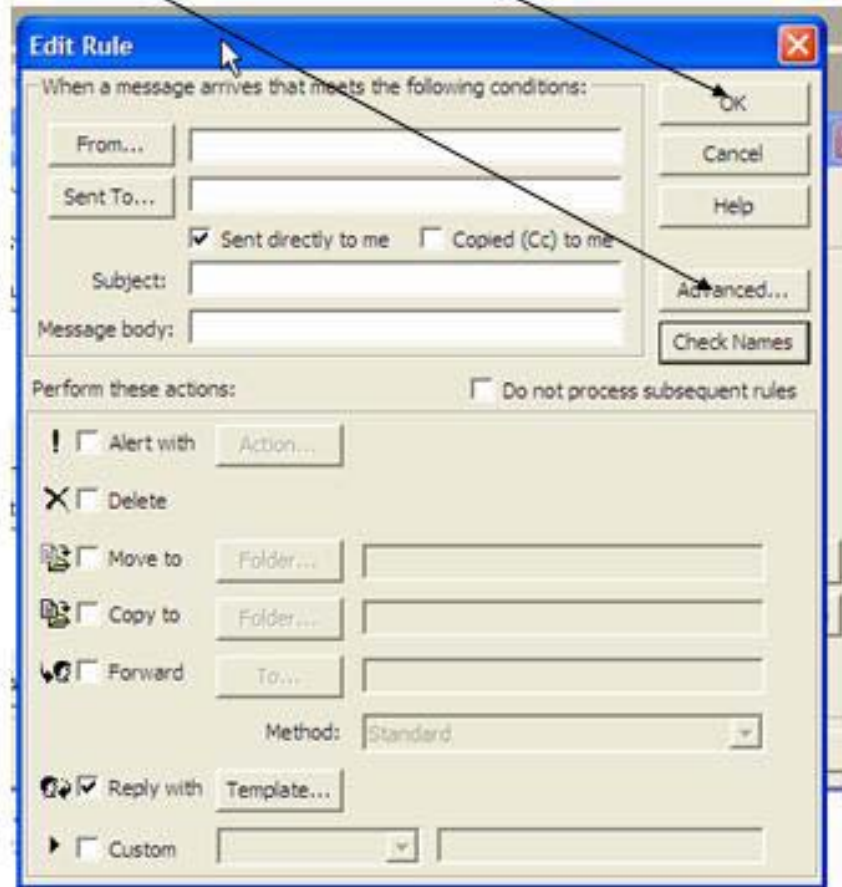


Fill in the form letter that appears

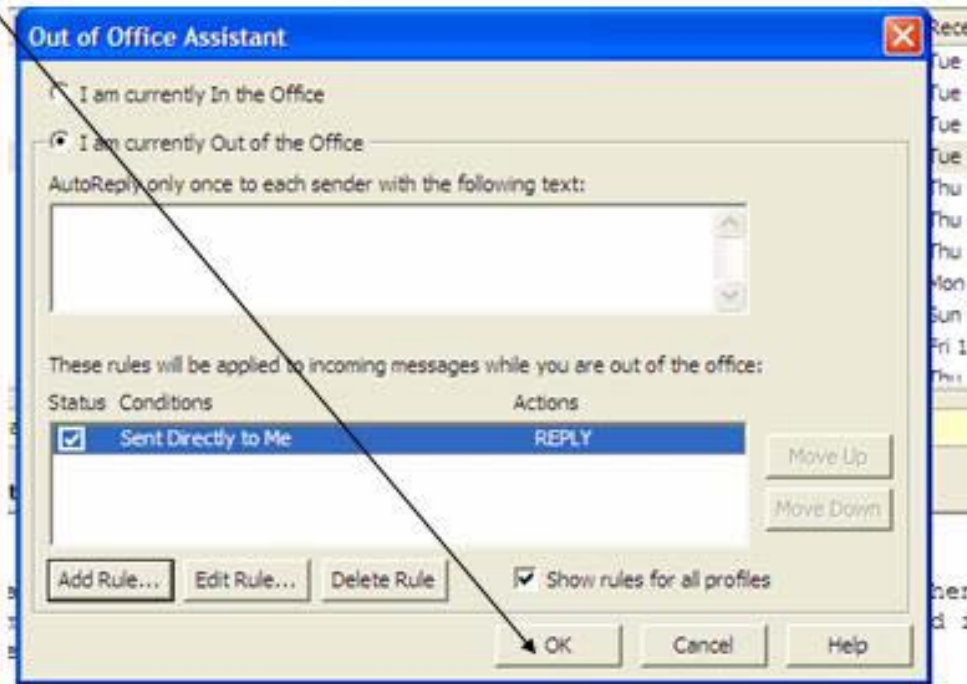
Type message in subject line and message area then close and save



You're returned to the edit rule screen. For more options select advanced or click OK



New rule is added. You can add more rules or click OK



And rule is added