

OUT OF OFFICE ASSISTANT

The Out of Office Assistant generates automatic replies to e-mail messages that are received when you are out of the office for a period of time. Each time the assistant is activated, an automatic reply is sent to someone the first time that he or she sends a message to you. To activate the Out of Office Assistant:

- ✦ Click **Tools** on the **Menu Bar**.
- ✦ Select **Out of Office Assistant** from the list that appears.
- ✦ The **Out of Office Assistant** dialog box will appear (see illustration).
- ✦ Click the **I am currently Out of the Office** option button.
- ✦ In the **AutoReply only once to each sender with the following text** box, input a message that will be sent when a message arrives.
- ✦ A message will be sent to a Sender only one time, even if more than one message is sent from that Sender.
- ✦ Click **OK** to exit the dialog box.
- ✦ To turn off the assistant, follow the first two steps, and choose **I am currently in the Office**.

