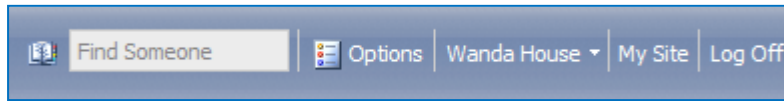


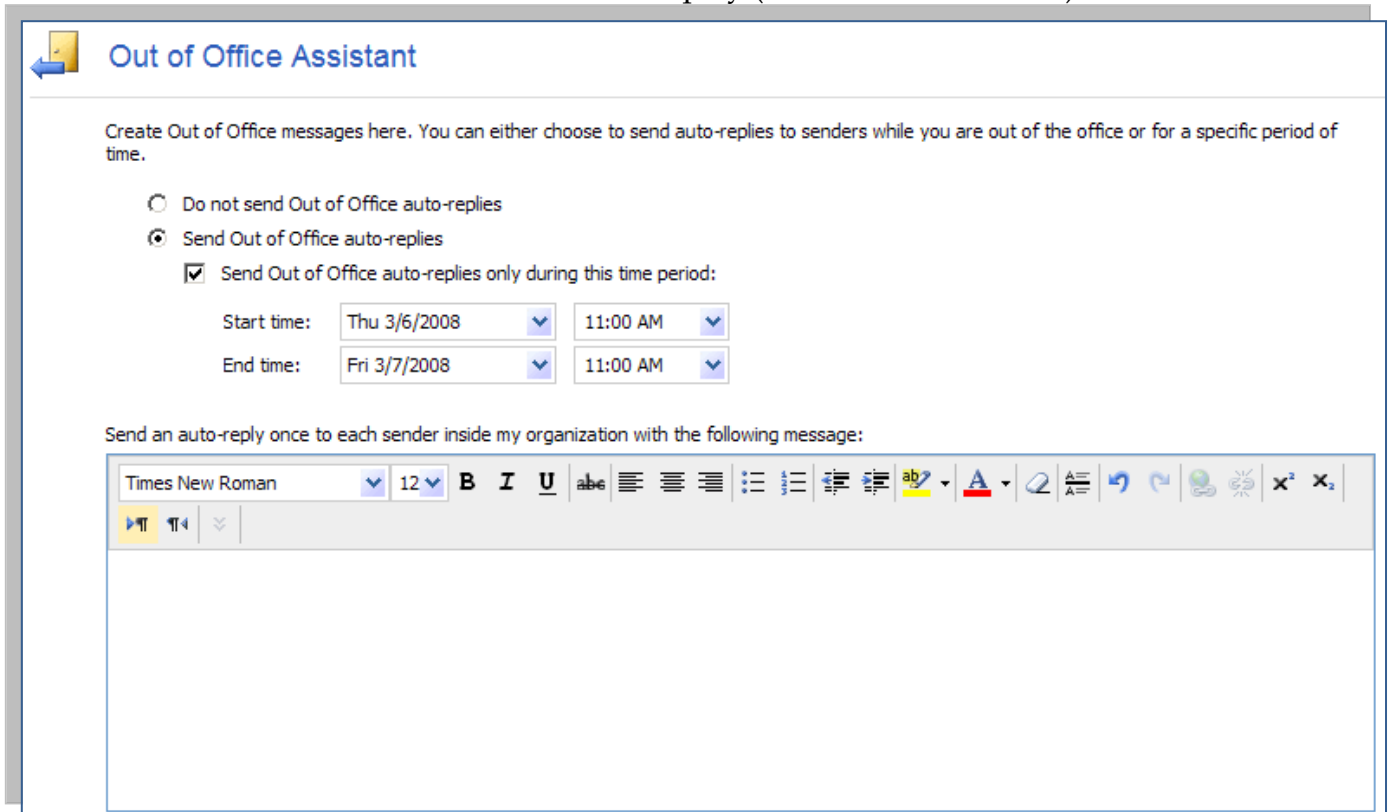
OUT OF OFFICE ASSISTANT

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. In this version of Outlook, it is possible to specify the dates and times that the message should be displayed. It is also possible to specify a different message for people in the organization and those outside the organization. To activate the Out of Office Assistant:

- Click the **Options** link on the right side of the **Outlook Web Access** window (see illustration below).

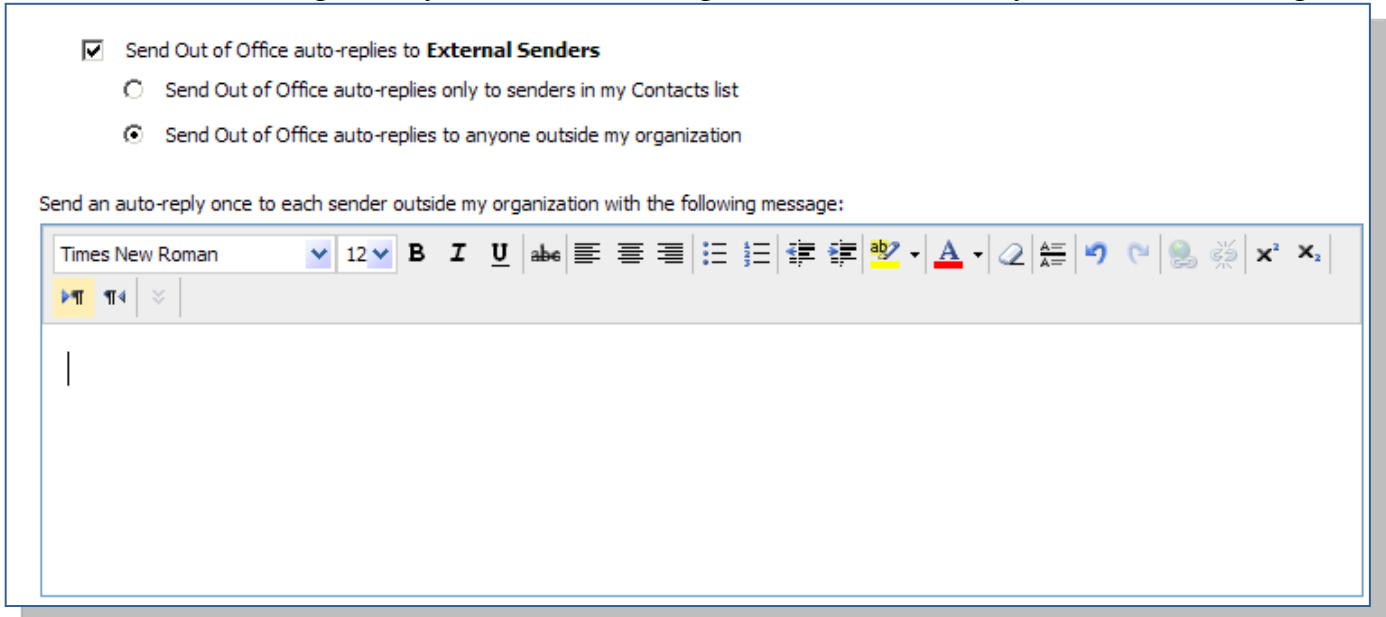


- Click the **Out of Office** link on the left side of the window under **Options**.
- The **Out of Office Assistant** window will display (see illustration below).

A screenshot of the 'Out of Office Assistant' window. The title bar reads 'Out of Office Assistant'. Below the title bar, there is a heading: 'Create Out of Office messages here. You can either choose to send auto-replies to senders while you are out of the office or for a specific period of time.' There are two radio button options: 'Do not send Out of Office auto-replies' and 'Send Out of Office auto-replies'. The second option is selected. Below these options is a checked checkbox labeled 'Send Out of Office auto-replies only during this time period:'. Underneath this checkbox are two rows of time selection fields. The first row is for 'Start time' with a date dropdown set to 'Thu 3/6/2008' and a time dropdown set to '11:00 AM'. The second row is for 'End time' with a date dropdown set to 'Fri 3/7/2008' and a time dropdown set to '11:00 AM'. Below the time selection fields is a text area with a heading: 'Send an auto-reply once to each sender inside my organization with the following message:'. The text area has a rich text formatting toolbar above it, including options for font face (Times New Roman), size (12), bold (B), italic (I), underline (U), text color (abc), background color, bulleted list, numbered list, link, unlink, insert link, insert image, insert table, and undo/redo buttons. The text area itself is currently empty.

- click one of the two options at the top of the window. These are:
 - ✦ **Do not send Out of Office Auto-Replies** – This option should be chosen when you are in the office.
 - ✦ **Send Out of Office Auto-Replies** – Select this option when you are going to be out of the office for a period of time.
- Click the **Send Out of Office auto-replies only during this time period** check box if you want to specify the start and end time and date when the message should appear.
- In the text box, input the message that is to appear for people within the Siena community.
- Make any formatting changes to the message using the formatting toolbar. For a description of each of the buttons on this toolbar see the table at the end of this document.

- 📄 Scroll down the page to view the options for sending a message to External Senders (see illustration on next page).
- 📄 Click the check box for the option to **Send Out of Office auto-replies to External Senders**.
- 📄 Click one of the option buttons:
 - ✦ **Send Out of Office auto-replies only to senders in my Contacts list** – When this option is chosen, a message will be sent to only those people you are listed in your Contacts list.
 - ✦ **Send Out of Office auto-replies to anyone outside my organization** – Choose this option to send a message to anyone outside the organization who sends you an email message.

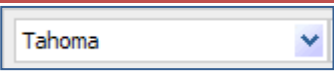








- 📄 Input the message to External Senders in the message box at the bottom of the window.
- 📄 Click the **Save** button in the upper left corner of the window to save the settings (see illustration at right).



Formatting Toolbar

This toolbar is used to apply formatting to text within the email message. Not all of the buttons listed in this table will be displayed on the toolbar. To display additional buttons, click the Customize button at the end of the toolbar.

Button and Image	Description
Font Type 	To change the type of font that is used for the message, click the arrow and then select the type of font.
Font Size 	Click the list arrow and then select the size of font that is to be used.
Bold 	Use this button to apply bold formatting to selected text within the message.
Italics 	This button is used to apply italic formatting to selected text within the message.
Underline 	To underline selected text in the message, click this button.
Strikethrough 	This button is used to place a line through selected text within the message.

Button and Image	Description
Align Left	 Click this button to align a paragraph at the left margin.
Center	 To center a paragraph within a message, click this button
Align Right	 Use this button to align a paragraph in the message at the right margin, click this button.
Bullets	 This button is used to create a bulleted list within the message.
Numbering	 To number a list of items within a message, click this button.
Decrease Indent	 To remove a temporary left margin within a message, click this button.
Increase Indent	 To set a temporary left margin at 0.5-inch increments, click this button.
Highlight	 To apply highlighted color to selected text within the message, click this button. Click the list arrow to select different colors.
Font Color	 Click this button to apply the default color to selected text within the message. To select different colors to the text, click the arrow on the right side of the button.
Remove Formatting/Eraser	 This button is used to remove formatting from selected text in the message.
Insert Horizontal Rule	 To insert a horizontal line across a page within the message, click this button.
Undo	 Use this button to undo a previous formatting action. Clicking the button more than one time will undo several actions.
Redo	 This button is used to redo a previous action. Clicking the button more than one time will redo several previous actions.
Insert Hyperlink	 To insert a hyperlink to a Web page or another document, click the button. A dialog box will open where the information for the link can be input.
Remove Hyperlink	 Once a hyperlink has been created, this button is used to remove the hyperlink.
Superscript	 Use this button to apply superscript formatting to selected text in the message.
Subscript	 Click this button to apply subscript formatting to selected text within a message.
Left-to-Right	 This button is used to input text left-to-right. This is the default option.
Right-to-Left	 To input text right-to-left, click this button. This is the direction that languages such as Arabic are input.

Button and Image

Customize



Description

Click this button to customize the toolbar. This button will provide a list of the buttons that are available for this toolbar. To add a button to the toolbar or to remove a button from the toolbar, click the check box next to the button.