Out of Office Assistant – Outlook 2011

1. To create an automated return email message letting others know that you are away from the office, go to the Tools menu/tab, and click the “Out of Office” icon on the ribbon/toolbar.

2. Choose the button next to “Send out of office messages” and type in the message that you want everyone to receive while you’re gone. If you want a different message to be sent to those outside of Baylor, make sure you type that message on the “Reply once to each sender outside my company with” section. You can also specify that the message only be sent during a specific time range if you’d like under the “More options” section. Click OK when you’re done.