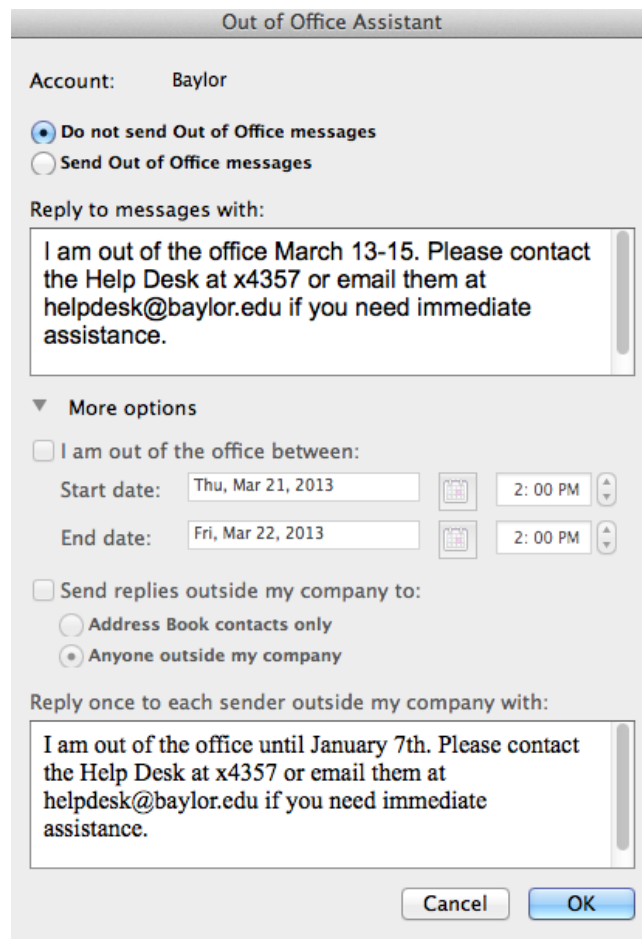


Out of Office Assistant – Outlook 2011

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.

A screenshot of the 'Out of Office Assistant' dialog box. The 'Account' is set to 'Baylor'. Under the 'Send Out of Office messages' section, the radio button for 'Send Out of Office messages' is selected. The 'Reply to messages with:' text area contains the message: 'I am out of the office March 13-15. Please contact the Help Desk at x4357 or email them at helpdesk@baylor.edu if you need immediate assistance.' The 'More options' section is expanded, showing 'I am out of the office between:' with a start date of 'Thu, Mar 21, 2013' at '2:00 PM' and an end date of 'Fri, Mar 22, 2013' at '2:00 PM'. Under 'Send replies outside my company to:', the radio button for 'Anyone outside my company' is selected. The 'Reply once to each sender outside my company with:' text area contains the message: 'I am out of the office until January 7th. Please contact the Help Desk at x4357 or email them at helpdesk@baylor.edu if you need immediate assistance.' At the bottom, there are 'Cancel' and 'OK' buttons.