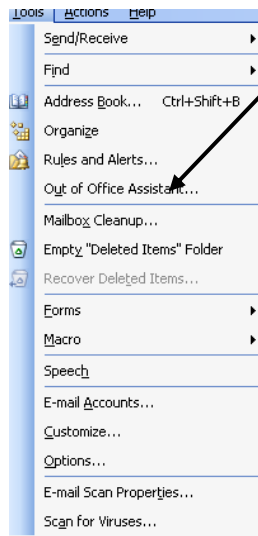


Out of Office Assistant

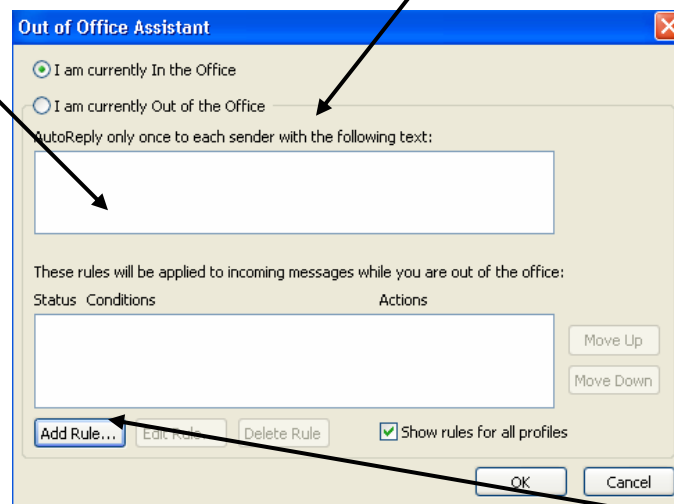
The **Out of Office Assistant** may be used to manage mail while an individual is away from the office. For the specified time of absence one may create an outgoing message as a reply to individuals who send mail as well as route incoming messages either to others for action or to particular folders for subsequent review.

To open the **Out of Office Assistant**:

- From the **menu bar: Tools > Out of Office Assistant**

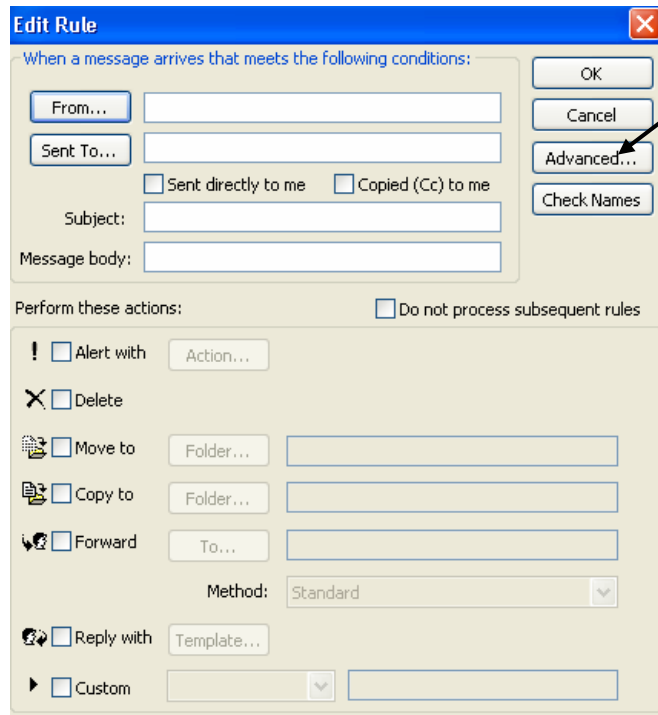


To activate the **Assistant**, select **I am currently Out of the Office**; in the text box entitled **Auto Reply** enter a statement which will be sent **once** to each sender during the absence.

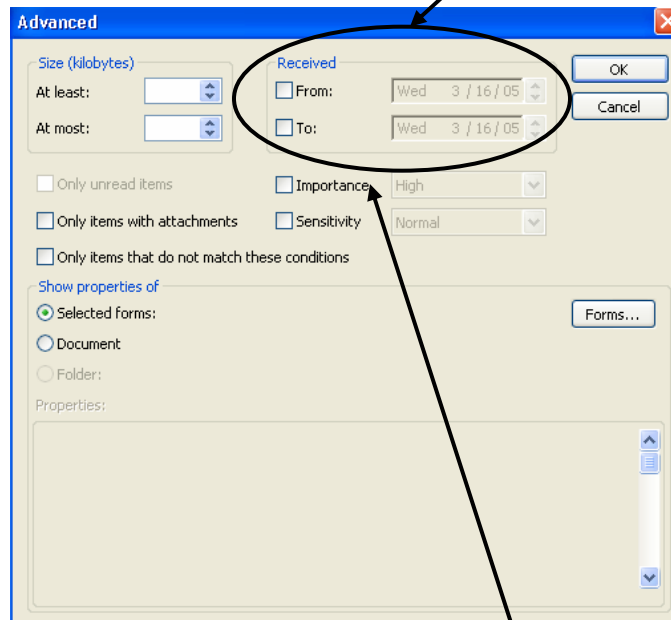


To apply a sorting rule to messages received while one is out of the office, click **Add Rule**.

The **Edit Rule** panel appears. Within this panel one may create various rules and actions which are applied to the incoming messages. **Make certain to select the Advanced option where one sets a range of time for which the rules apply.**



In the **Advanced Edit Rule** panel go to the **Received** frame and check both the **From** and **To** boxes. Once these are checked, set the dates for which the rule is to apply



Set other options which may be applicable such as **Importance** level or how to treat certain messages. When one has finished selecting all options which may govern the rule, click **OK**.

The previous **Edit Rule** panel is returned. If after all items have been chosen here, click **OK**.

The **Out of Office Assistant** panel is shown with any rules which may have been written to apply to the time period shown in the lower text box. If this information is satisfactory, close the **Assistant** and start the automatic response process, by clicking **OK**.

NOTE: The **Out of Office Assistant** remains in effect until one returns to the above screen and selects **I am currently in the Office**.