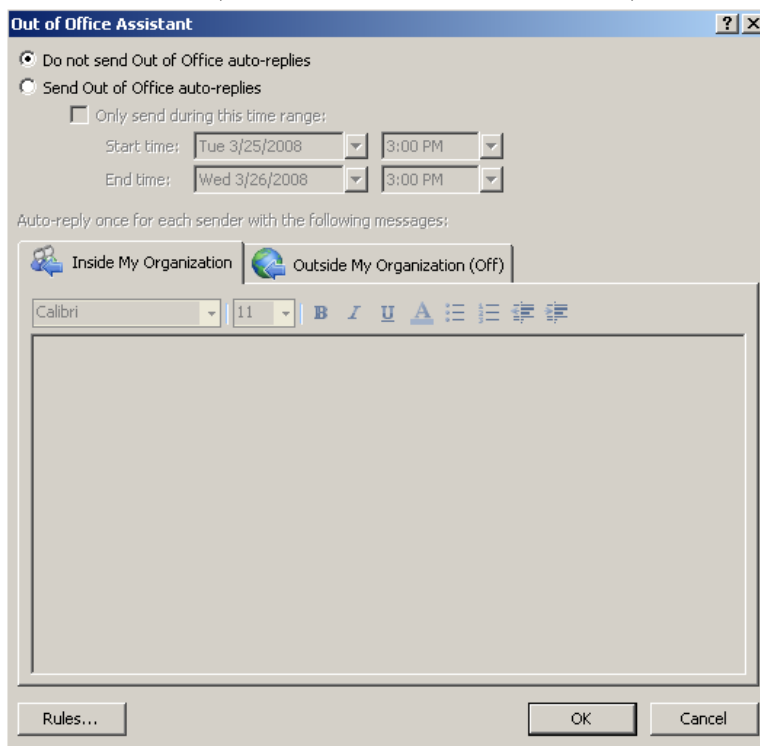


Out of Office Assistant

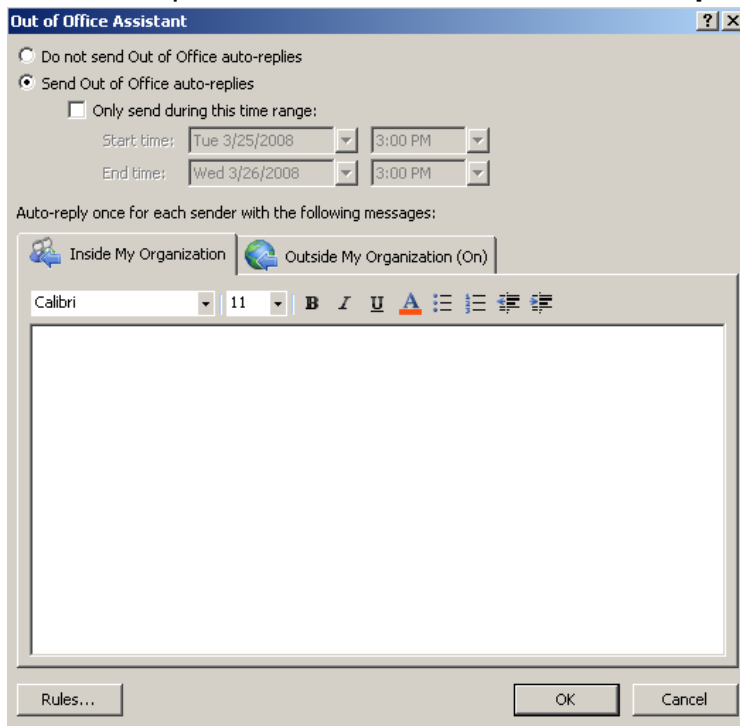
The Out of Office Assistant may be used to manage mail while you are away from the office. For the specified time of absences, you can create an outgoing message as a reply to people who send mail as well as route incoming messages to others for action or to certain folders for subsequent review.

With the upgrade to Exchange Server 2007, you now have the ability to send different messages to those inside the organization (The University of Akron) and outside the organization.

1. From the Inbox, select from the menu **Tools, Out of Office Assistant**.



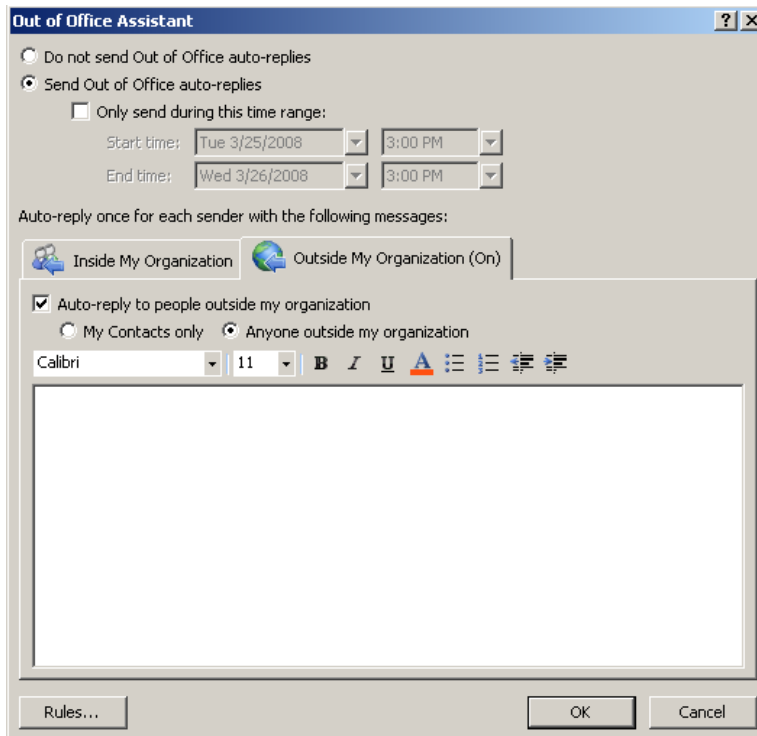
2. Select the option for **Send Out of Office auto-replies**.



Selecting just this option will turn on the Out of Office reply from the current time to when you return and turn this option off.

3. To specify a time frame for the Out of Office reply, use the **Only send during the time range** checkbox and **Start** and **End time** fields.
4. On the Inside My Organization tab, enter and format a message that you want to be used for those people at The University of Akron.

- Click on the **Outside My Organization** tab.



- Click in the checkbox for **Auto-reply to people outside my organization**.

Note: To only have an Out of Office reply sent as a reply to messages from those at the University of Akron; simply uncheck the option for **Auto-reply to people outside my organization**.

- Select the radio button for either **My Contacts only** or **Anyone outside my organization**.
- Enter and format a message that you want to be used for those people outside of The University of Akron.
- You can create rules by using the **Rules** button.
- Click on the **OK** button.

Note: IMPORTANT. The Out of Office Assistant remains in effect until you turn it off, unless you specified specific dates. To turn this option off, return to the Out of Office Assistant box and select the option **Do not send Out of Office auto-replies**.