

## Tuesday TechTip:

### **Wouldn't it be nice...**

To have an assistant to handle all email replies while you are out of your office on vacation? Well, I may not be able to provide said assistant, but I can provide some sort of assistance. The Out of Office Assistant helps respond to messages while you are away with a personalized message of your choice.

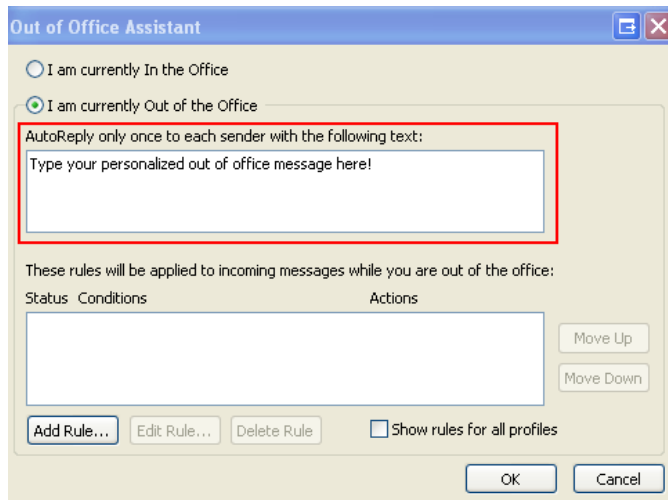
### **A few suggestions:**

An out of office message may be as specific or general as you'd like. Here are some suggestions on items to include:

- dates you will be out of office
- an alternate contact for emergencies
- how frequently you will be checking email (i.e. out with no contact, checking email in the evenings, etc)

### **Turn on Out of Office Assistant in Outlook Desktop Client:**

1. In Outlook, click the **Tools** menu.
2. Select **Out of Office Assistant**.
3. The *Out of Office Assistant* dialog box opens.  
NOTE: You may setup a message in preparation of your departure.
4. Type your personalized reply message in the provided text box under *AutoReply only once to each sender with the following text*.



Out of Office Assistant

I am currently In the Office

I am currently Out of the Office

AutoReply only once to each sender with the following text:

Type your personalized out of office message here!

These rules will be applied to incoming messages while you are out of the office:

Status	Conditions	Actions

Move Up

Move Down

Add Rule... Edit Rule... Delete Rule  Show rules for all profiles

OK Cancel

5. To turn the Out of Office Assistant on, click the radio button next to **I am currently Out of the Office**.
6. Click **Ok**.

**Turn on Out of Office Assistant in Outlook Web Access:**

1. After logging in to Outlook Web Access, click the **Options** menu located in the bottom left hand corner of the page.



2. Type your personalized reply message in the provided text box under *AutoReply only once to each sender with the following text.*
3. To turn the Out of Office Assistant on, click the radio button next to **I'm currently out of the office.**
4. Click **Save and close.**

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For additional tips, check out the Technology Solutions Center self-service portal at <http://help.ccis.edu>.

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