Preparing for the Move to Outlook
How to Set up an “Out of Office” Rule in MS Outlook 2007

What is an “Out of Office” Rule?

When you are away from your computer and not checking email messages, you can set up MS Outlook 2007 to send an automatic response to some or all of the people who send you messages. You do this by setting up an “out of office” rule using the “Out of Office” Assistant.

The Steps:

• Start MS Outlook 2007
• Click on Tools
• Select “Out of Office” Assistant
• **Please be patient** – the assistant window can take up to a minute to appear (we’re investigating why), but it is worth the wait!
• Click in the circle beside “Send Out of Office auto-replies
• Click the check box beside “Only send during this time range”
• Select the date and time you want the automatic response (auto-reply) to start
• Select the date and time you want the automatic response to send
• There are two tabs at the bottom: “Inside my Organization” and “Outside My Organization” - you’re on the “inside” tab first. Type the text you want to send to others within the Emory Outlook/Exchange system.

See the example of this first tab below.
Do you want to reply to people Outside the Emory Exchange 2007 system?

- If not, click OK – you’re done! But if you do, click the “Outside My Organization” tab.
- Click the box beside “Auto-reply to people outside my organization.
- If you want to send the response only to persons in your Contacts folder, click in the circle beside “My Contacts only”
- If you want to send to anyone who sends you a message while you’re away, click the circle beside “Anyone outside my organization”
- Type the text that you want to send to those outside of the Emory Outlook/Exchange 2007 system. Notice in the example a complete phone number is provided instead of an extension.
- Click OK