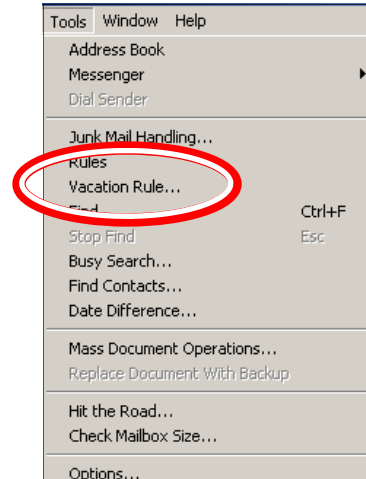


A Vacation Rule Wizard has been created to help you quickly create a rule for times when you are out of the office.

To create a Vacation Rule:

- Click on the **Tools** drop-down menu.
- Select **Vacation Rule**.



This will open the **Vacation Rule** pop-up window.

- Enter the **Subject**.
- Compose your **Message**.
- Select the **Start and End Dates**.
- Choose to **Reply to External Users**.
- Click **Activate my vacation rule**.
- Click **Save**.

A screenshot of the 'Vacation Rule' dialog box. It has a title bar with 'Vacation Rule' and a close button. The dialog contains:

- Activate my vacation rule
- Enter the subject and message for your vacation rule reply.
- Subject: [Out of the Office]
- Message: [I will be out of the office from Tuesday 5/26/2009 and will return on Monday 6/1/2009]
- Reply to External Users
- Start Date: [5/26/2009] (with a calendar icon)
- End Date: [5/26/2009] (with a calendar icon)
- Dates are scheduled as All Day Events, showing you with Out of Office status.
- Buttons: Save, Cancel