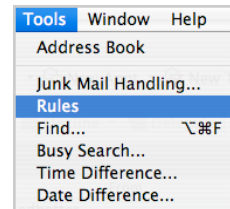


An out-of-office rule enables you to let people know when you are gone. First you **create** a rule. Then you can set up an **AutoReply** that is sent to anyone who e-mails you while the rule is active. It is possible to **specify the dates** that the rule is active to auto-activate and auto-inactivate the rule. You can also **specify senders** in order to avoid sending auto-reply messages to list-serves while you are away.

Create Rule

- Click on **Tools** in the main toolbar.
- Click on **Rules**.

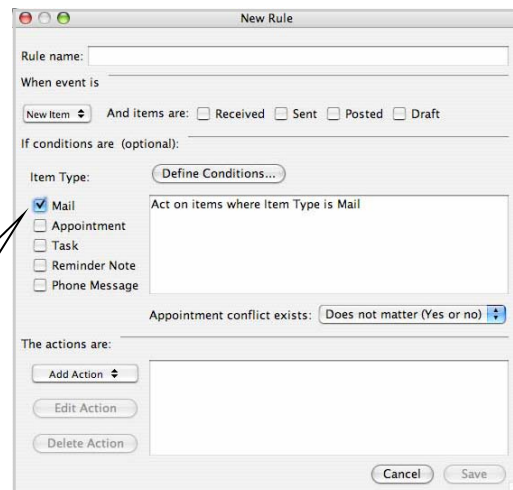
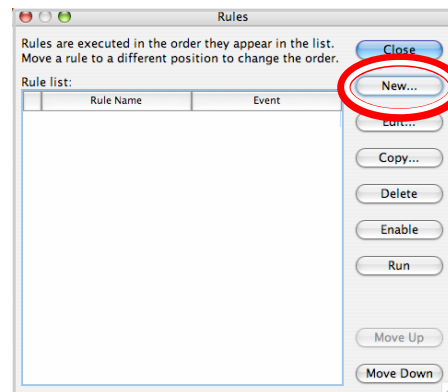


A *Rules* window will appear.

- To create a new Rule, click on **New**.

A *New Rule* window will appear.

- Name the rule in the Rule Name field.
- Under *When event is* check to see that the button says **New Item**.
- Next to *And Items are* check the **Received** box.
- In the middle optional field, check the **Mail** box.

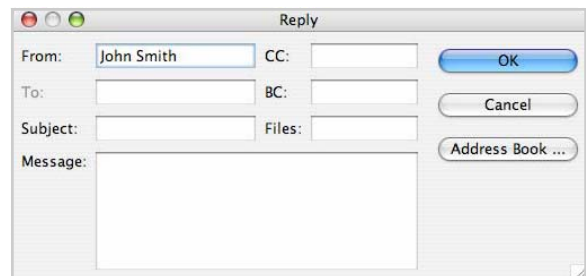
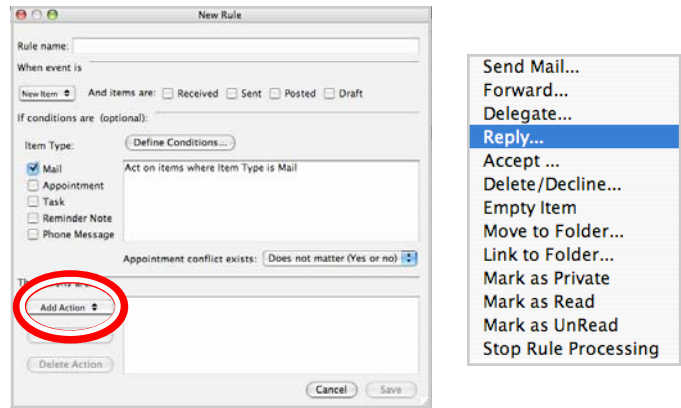


Be sure to check this box

AutoReply

Specify AutoReply in the rule that you are creating:

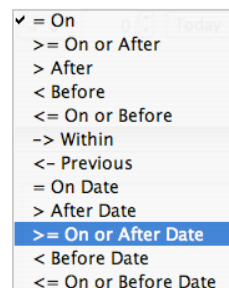
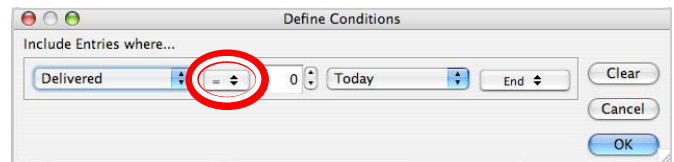
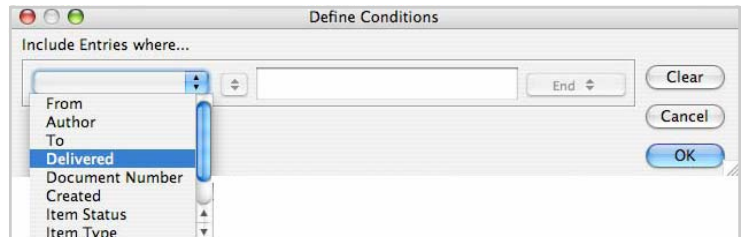
- Near the bottom of the window click the **Add Action** button and select **Reply**.
- When the reply dialogue box appears select the **Reply to sender** radio button, then **OK**.
- Create the message you want sent to people while you are away in the box that appears. You may also specify a subject line for your automatic reply.
- Click **OK**.



Specify Dates

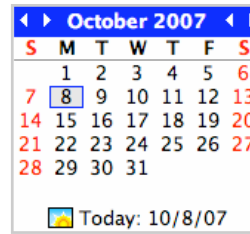
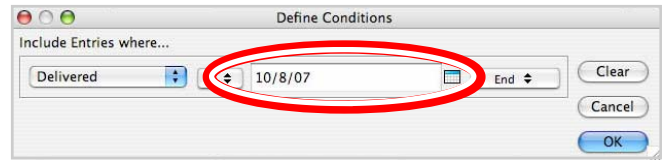
To specify a start and finish date for the rule to apply:

- Click on **Define Conditions** in the middle optional field.
- In the **Define Conditions** window, locate the drop box under **Include entries where . . .**
- In this drop box, click on **Delivered**.
- The button after the **Delivered** field will have an equal sign—click on this button to display its menu.
- In the menu that appears highlight **>= On or After Date** and click on it.



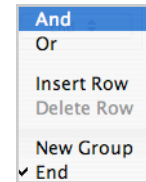
- Choose the date that you want this rule to become active and type it in the next field.

→ You can also choose the date through a calendar view. To do this click on the calendar button next to the date field.



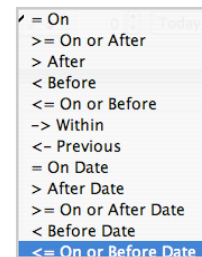
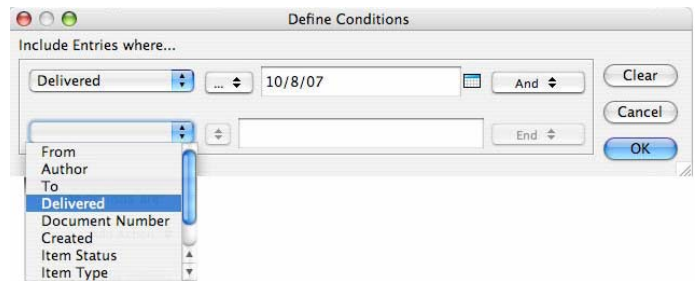
This is the calendar view

- To specify a date to inactivate this rule click on the **End** button located to the right of the calendar button.
- In the menu that appears click on the word **And**.



Another set of buttons and fields appears below the original.

- In the dropdown box in the bottom left-hand corner, choose **Delivered**.
- Click on the button displaying the equal sign. [= ⇅]
- In the menu that appears, click on **<= On or Before Date**.
- Choose the date that you would like this rule to become inactive and type it in the field next to this button.



→ You can also choose the date through a calendar view. To do this click on the calendar button next to the date field.

- Make sure the following button says **End**.
- Click the **OK** button to save your changes and close the window.

Specify Senders

Create a condition that tests the **To** field of an incoming message for a value that contains your name:

Note: you can add this condition existing conditions such as Date Specification.

- Click on **Define Conditions** in the middle optional field.
- In the dropdown menu select **To**
- If the button next to the dropdown field does not have two brackets click on it and in the menu that appears click on [] **Contains**.
- In the field next to this button type your name.
- Be sure the button after this field says **End**.
- Click **OK** to save your changes and close the window.

When finished be sure to click on Save in the Rule window to save your changes and close the window.

