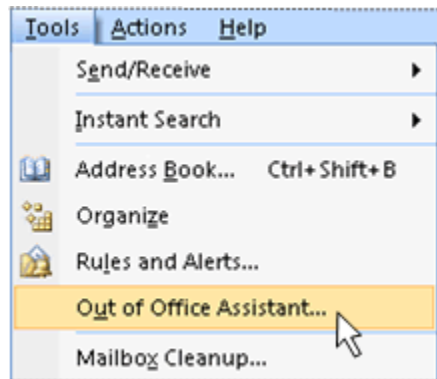


How to Send “Out of Office” notices in Outlook 2007

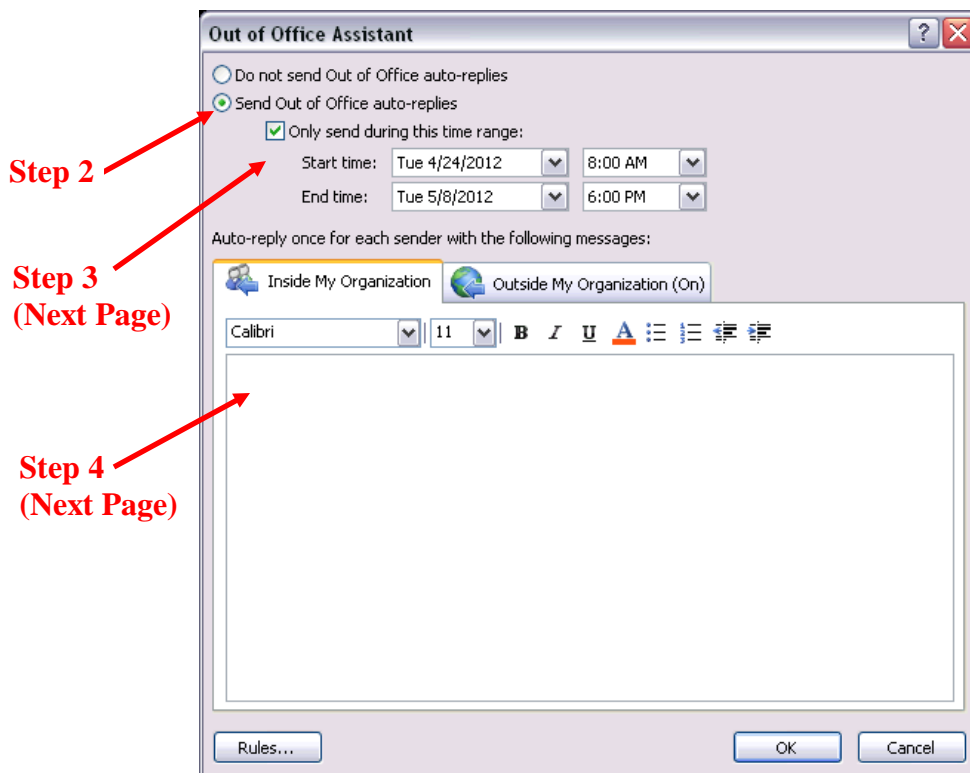
You can set up Microsoft Office Outlook 2007 to send an automatic response to some or all of the people who send you e-mail messages¹.

1. On the **Tools** menu, click **Out of Office Assistant**.



Note 1: The Menu toolbar where Tools appears is in the main Outlook window. This toolbar includes the File, Edit, View, Go, Tools, Actions, and Help menus. There is a File menu in windows where you create or view items such as e-mail messages, contacts, or tasks but, you cannot access Automatic Replies from those menus.

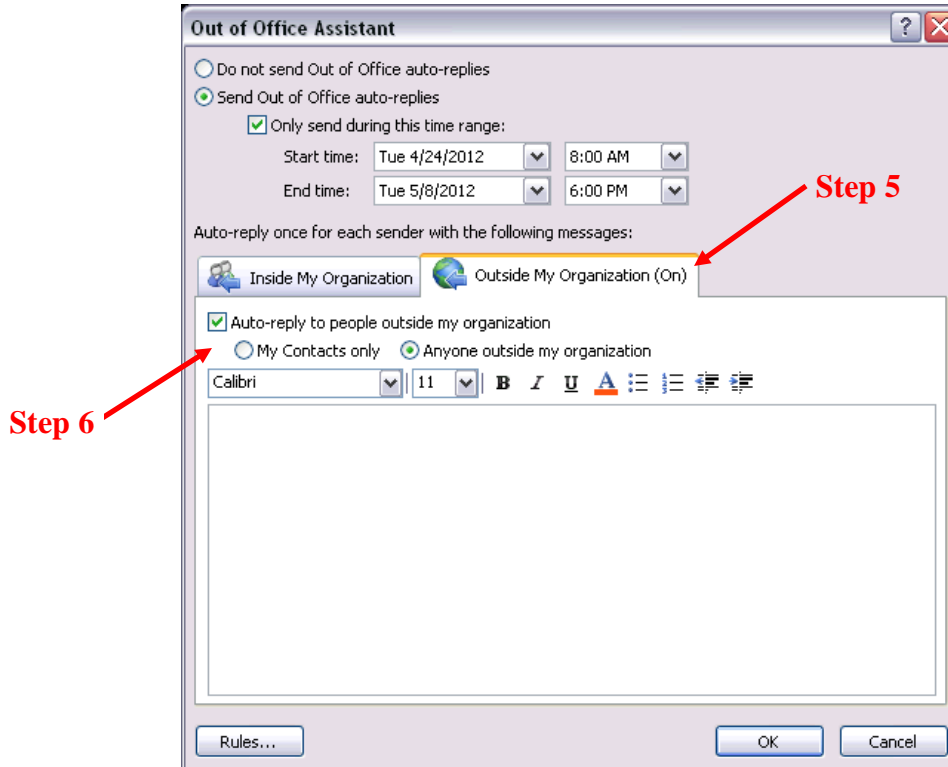
2. Check **Send Out of Office auto-replies** radio button.



¹ Retrieved March 27, 2012 from <http://tinyurl.com/cmuds8p> (Microsoft Office Outlook 2007 help files). Edited to include additional screen shots, comments, corrections, and NJCU specific information.

3. If you want, select the **Only send during this time range** check box to schedule when your out of office replies are active. If you do not specify a start and end time, auto-replies will be sent until you click **Do not send Out of Office auto-replies**.
4. On the **Inside My Organization** tab, type the response that you want to send while you are out of the office. You have a variety of font and paragraph settings to chose from but keep it simple for those receiving this message in alternate email clients that do not have the same presentation capabilities.

To send auto-replies to people out of your organization, continue with steps 5 and 6.



5. On the **Outside My Organization** tab, select the **Auto-reply to people outside my organization** check box, and then type the response that you want to send while you are out of the office.

Note 2: Organization includes people who have an Exchange Server account in the NJCU email system.

When the “Auto-reply to people outside my organization” check box is selected, the “Outside My Organization” tab displays (On) next to the tab name.

6. On the **Outside My Organization** tab, click **My Contacts only** or **Anyone outside my organization** to specify the people to whom auto-replies are to be sent.

Note 3: The contact must exist in the user’s online store (OST) Contacts folder. If the contact exists only in a folder that is a part of a Personal Store file (PST), the auto-reply message will not be sent. Be sure to copy or move your personal contacts to the OST Contacts folder.

Note 4: The Rules button in the lower left allows you to define temporary rules for specific senders, such as forwarding the email to another account or an assistant for immediate attention.