

E-mail: Out of Office Assistant Overview

Contents

This publication contains the following topics:

Topic
About Out of Office Assistant
Setting up Out of Office Assistant
Rules maintenance
Out of Office Assistant and Syracuse University ListServs
Deactivating Out of Office Assistant

Applicable usage

Outlook 2003 Client

About

Outlook's Out of Office Assistant allows you to manage your In Box while you are away.

- You can set up a message to automatically respond to all incoming mail messages.
- You can also set up Rules that automatically perform specific functions.

Rules: Server-side -vs- Client-side

Outlook allows you to set rules to manage your email messages automatically. You can set rules to automatically alert, file, forward or reply to messages as they arrive. You can create more complex rules easily by using Outlook's Rules Wizard. You can even create a separate set of rules to manage your messages while you are out of the office!

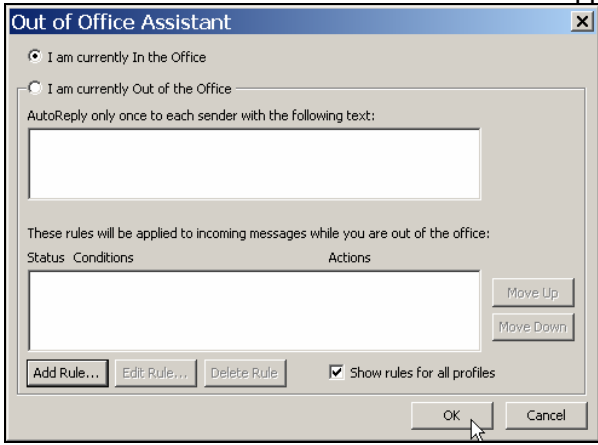
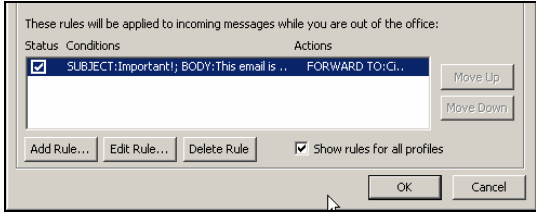
Outlook allows you to create two types of rules:

1. Server-side rules - These rules are stored on the Exchange Server, can be accessed via the Outlook Web Access client, and will run even when Outlook is closed on your PC or your PC is off.
2. Client-side rules - These rules are stored on your PC and will only run when your PC is on and Outlook is open on your desktop.

You don't have to worry about which type of rule you are creating. Outlook will tell you when a rule is client-side only. When it does, you need to remember that client-side rules will only run when your PC is on and Outlook is open on your desktop. Otherwise, all other rules are server-side rules which will run at any time.

Out of Office Assistant

Setting up Out of Office Assistant

Step	Action
1	<p>From the main E-mail toolbar, click Tools >> Out of Office Assistant...</p> <p><i>Result:</i> The Out of Office Assistant screen will appear.</p> 
2	<p>To set up an AutoReply message, enter your reply message in the AutoReply only once to each sender with the following text: field.</p>
3	<p>Very important: You must click the I am currently Out of the Office radio button in order to turn on the Out of the Office Assistant.</p>
4	<p><i>Optional:</i> You may set up rules to process incoming messages by clicking the Add Rule... button.</p> <p>If you have the Show rules for all profiles box clicked on Out of Office Assistant screen, any rules you create will appear as shown below. You may change the execution order by using the Move Up and Move Down buttons on the right.</p> 
5	<p>When all your settings are complete, click the OK button at the bottom of the screen.</p>

Continued on next page

Out of Office Assistant, Continued

Rules Maintenance

1	From the main E-mail toolbar, click Tools >> Out of Office Assistant...	
2	If you wish to...	Then click...
	Edit a rule	The Edit Rule... button.
	Delete a rule	The Delete Rule button.
3	When complete, click the OK button.	

Note: Additional information about rules can be found by typing "Rules" in the "Type a question for help" box in the upper right-hand corner of the Outlook Inbox. The documents "About managing messages with rules" and "Troubleshooting rules" are particularly helpful.

Out of Office Assistant and ListSrvs

At Syracuse University, ListSrvs are set up to filter out AutoReplies.

Continued on next page

Out of Office Assistant, Continued

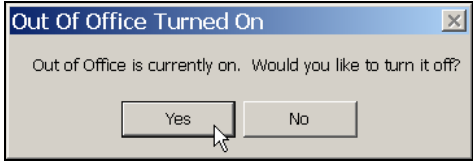
Deactivating Out of Office Assistant

There are two ways to deactivate Out of Office Assistant:

- Outlook prompt
- Manually

Outlook prompt

This will only be available if the Out of Office Assistant is ON when you open Outlook.

Step	Action
1	If the Out of Office Assistant is on, Outlook will ask you if you wish to turn it off when you open Outlook. The following message will appear. 
2	To turn Out of Office Assistant off, click the Yes button.

Manually

Step	Action
1	From the main E-mail toolbar, click Tools >> Out of Office Assistant... <i>Result:</i> The Out of Office Assistant screen will appear.
2	Click on the I am currently In the Office radio button.
3	Click the OK button.
