How to Activate your Out of Office Assistant

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For more information about the ECS project and to provide your feedback, please contact ecstrain@uvic.ca.
Outlook 2007  How to Activate your Out of Office Assistant

When you are away from your computer and are not checking e-mail messages, you can set up Outlook’s Out of Office Assistant to send an automatic response to some or all of the people who send you messages.

1. Click on the Tools menu and select Out of Office Assistant to open the Out of Office dialog box.

Unlike Outlook 2003, you don’t have to be in your Mail folder to activate your Out of Office Assistant. You will see that it appears under the Tools menu in both your Mail and Calendar folders.
2. Click on **Send Out of Office auto replies**.

3. Select **Only send during this time range**, and then set the specific **Start** and **End** dates and times.
4. In the **Inside My Organization** tab type the message you wish people inside UVic to receive while you are away.
5. In the **Outside My Organization** tab select **Auto-reply to people outside my organization** and then select **Anyone outside my organization**.

6. Type the message you wish people outside UVic to receive while you are away and then click **OK**.
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