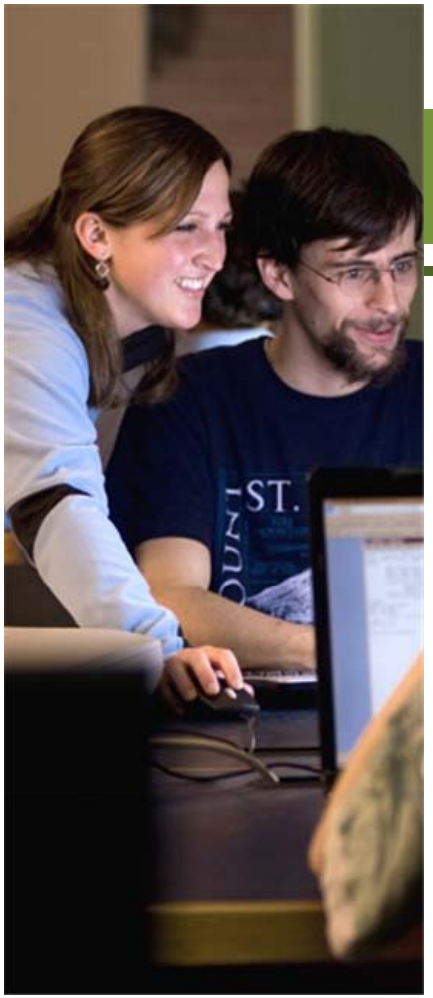
ECS

Enterprise Collaboration Services



Outlook 2007

Using UVic's Exchange Service

How to Turn Off your Out of Office Assistant

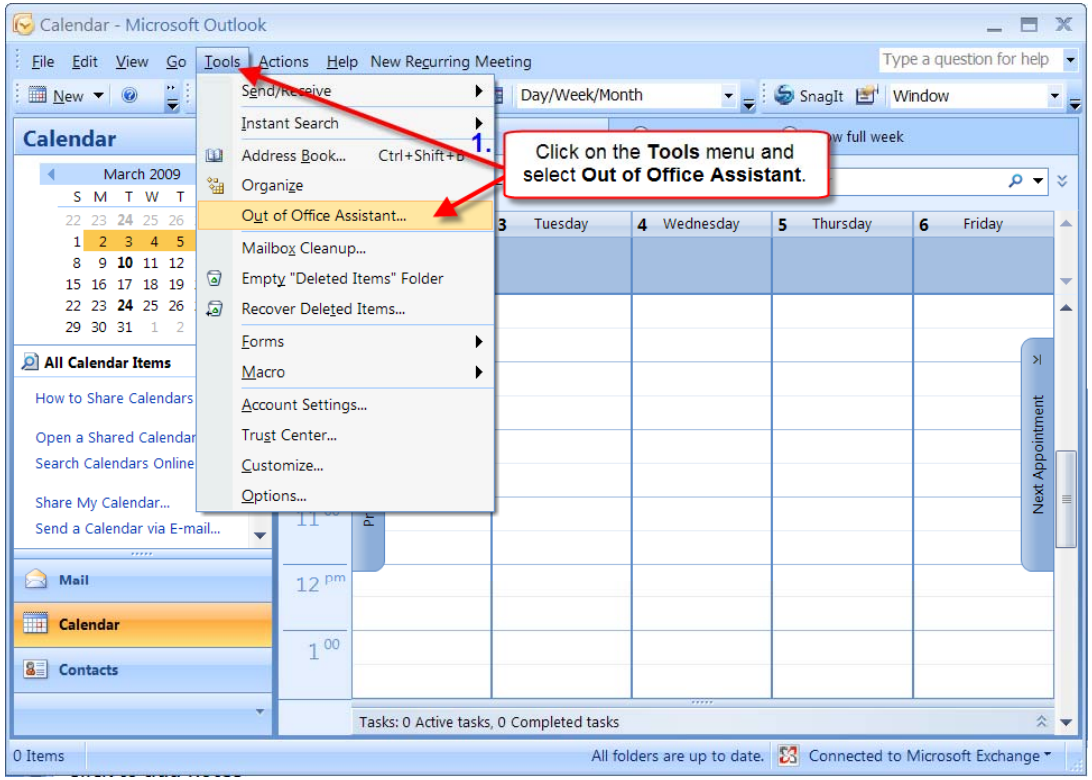
You may pause this tutorial by clicking the pause and resume buttons. You may also click the track buttons to advance forward and backward.

For more information about the ECS project and to provide your feedback, please contact ecstrain@uvic.ca.

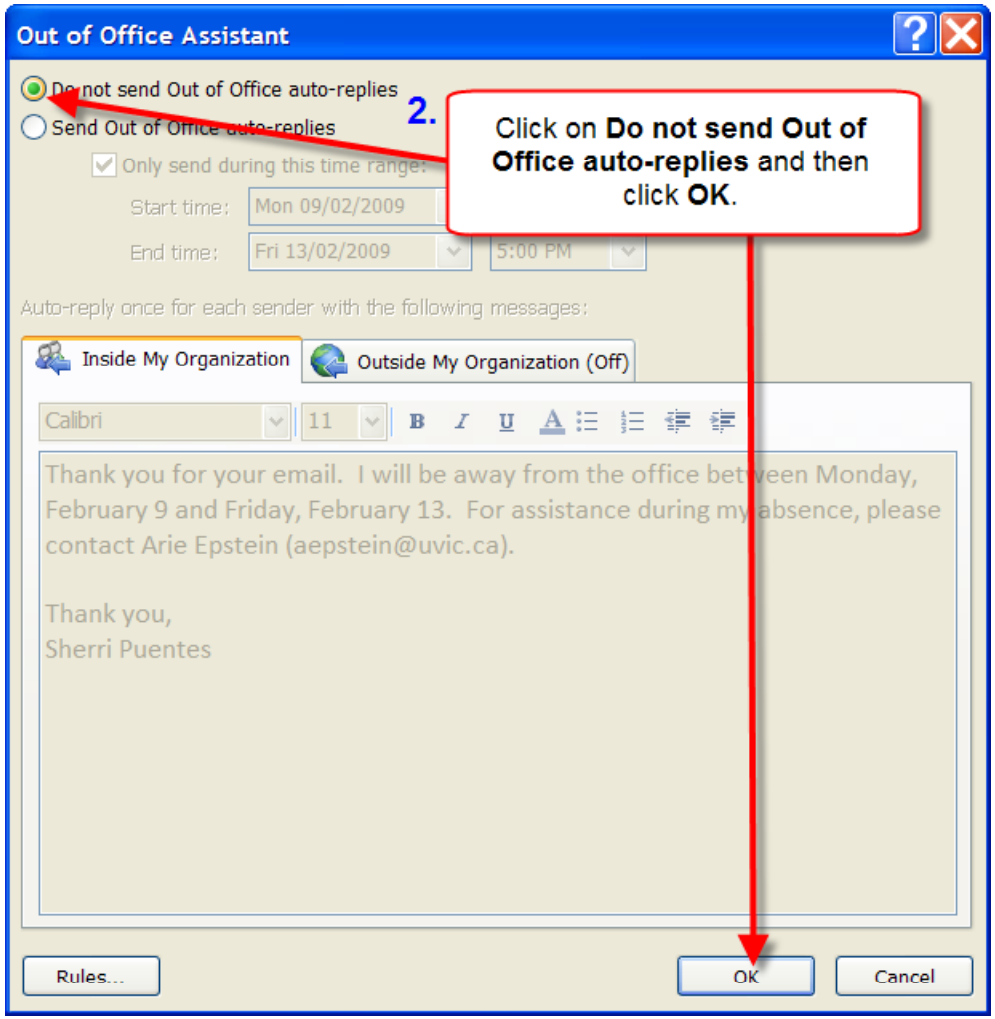
University of Victoria | Systems

If you turned on the **Out of Office Assistant** and set specific **Start** and **End** dates and times, you do not need to worry about remembering to turn it off. Outlook Exchange will do this for you. However, if you did not indicate these specifications, you will have to remember to turn off the **Out of Office Assistant** yourself.

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



2. Click on **Do not send Out of Office auto replies** and then click **OK.**



Note:

If you are unable to locate the **Out of Office Assistant** in the **Tools** menu, you are not in the Mail view of Outlook. Click on the folder marked **Mail** and try again.

To view other related tutorials on Outlook Exchange 2007, please visit helpdesk.uvic.ca/ecs.