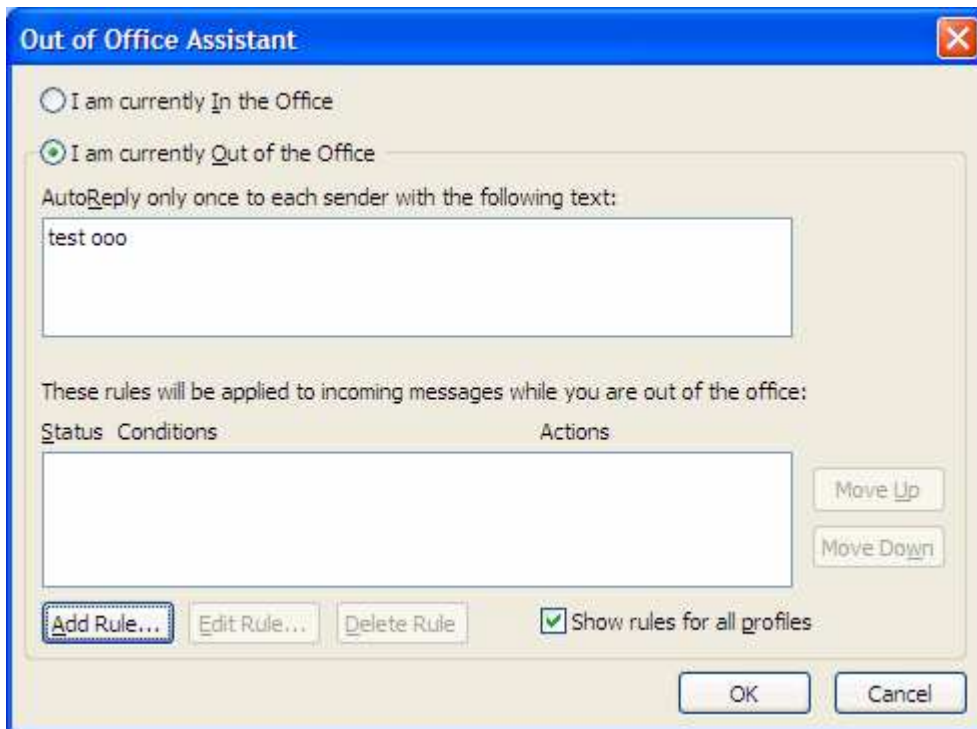


The Out of Office Assistant

Outlook has an Out-of-Office Assistant available to assist the user with configuring automated out-of-office messages. The user must login to Outlook to configure these settings.

The Out-of-Office Assistant is available through the Tools menu in Outlook 2003.



Clicking the Add Rule button takes you to the following screen, allowing you to customize the behavior of your responses while Out of Office is set.

The Out of Office Assistant

Edit Rule

When a message arrives that meets the following conditions:

Sent directly to me Copied (Cc) to me

Subject:

Message body:

Perform these actions: Do not process subsequent rules

Alert with

Delete

Move to

Copy to

Forward

Method:

Reply with

Custom

There are some important things to understand about the Exchange Out-of-Office Assistant:

- Exchange out-of-office messages are only sent to other Exchange users, not to users outside of the Exchange system. This is a global Exchange configuration decision that was made for security and privacy purposes.
- Likewise, if you use the Forward rule option, you may only forward to other users within the campus Exchange system. You may forward to personal Exchange mailboxes or Departmental Exchange mailboxes.
- Only one out-of-office message will be sent as a reply to each sender.
- Users can configure their UM Online Directory Vacation Message in addition to the Exchange Out-of-Office message if they want every sender to get a message.

The Out of Office Assistant

How Exchange Out of Office and UMOD Vacation settings interact

	Exchange Out of Office message set	Exchange Out of Office message not set
UMOD Vacation message set	Everyone who sends email to individual will receive notification	Only email senders who are not on the campus Exchange system will receive notification
UMOD Vacation message not set	Only email senders who are on the campus Exchange system will receive notification	No one receives notification