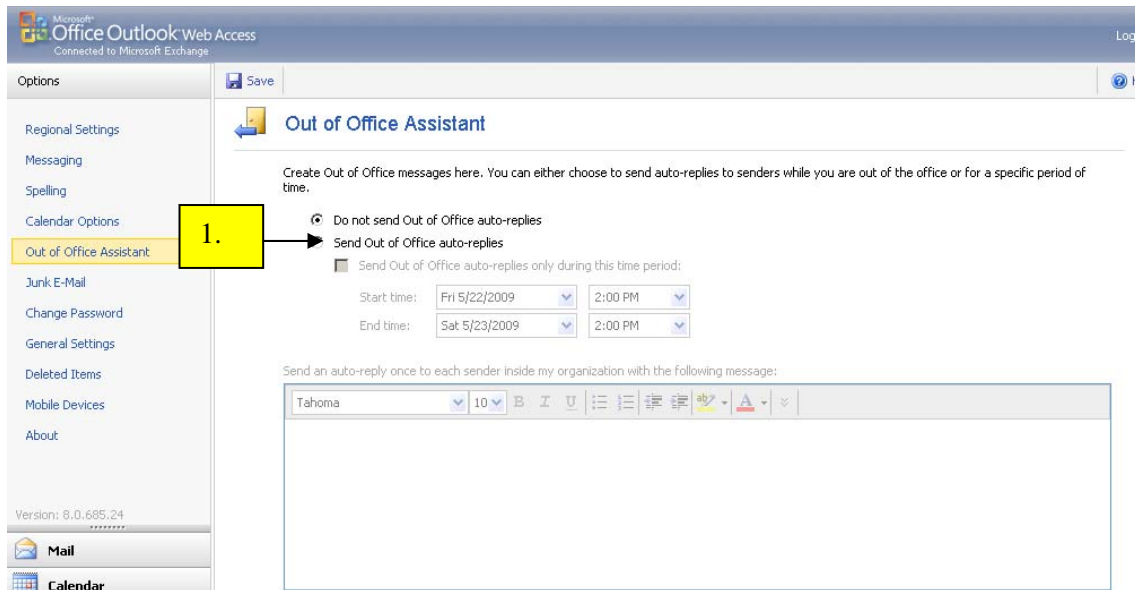
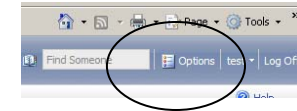


## Options continued - Auto-reply (Out-of-Office Assistant)

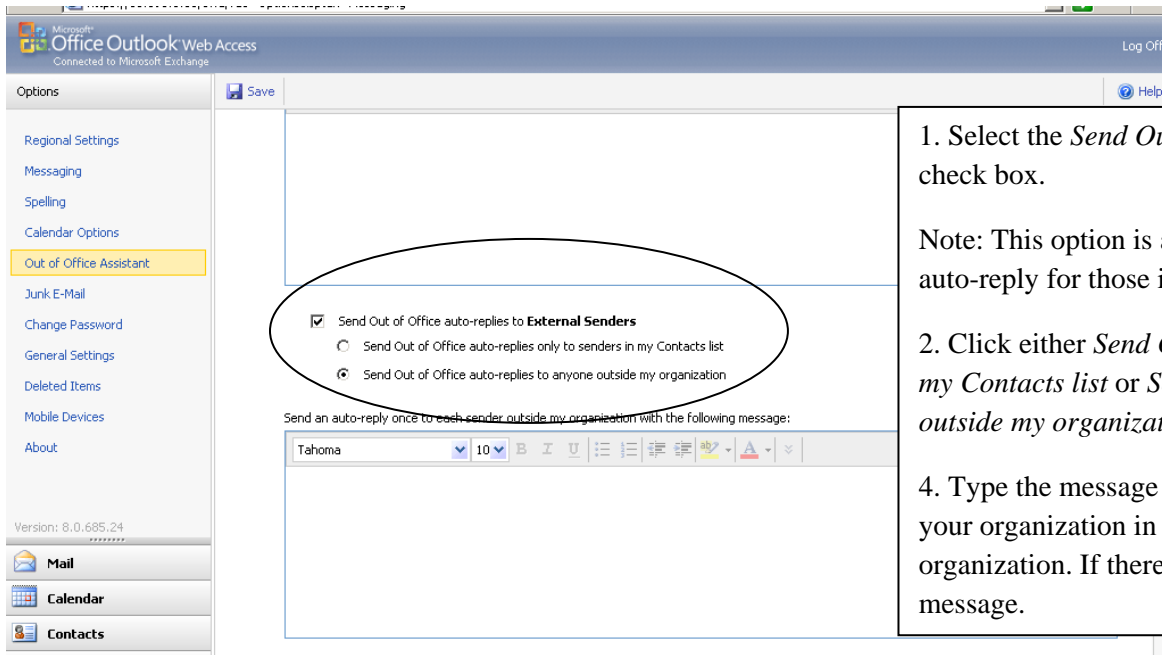
If you are going to be out of the office for an extended period of time, you may want to use the Out of Office Assistant to generate an auto reply. After clicking on the *Options* menu, choose *Out of Office Assistant*. Auto-reply messages can be sent to those in your global address book and external senders.



To set the Out of Office Assistant to reply to those in the global address book senders:

1. Click *Send Out of Office auto-replies*.
2. If you want to set specific dates and times, select the *Send Out of Office auto-replies only during this time period* check box. Configure the dates as needed for both those in the global address book as well as external senders.
3. Type the message that you want sent to each sender inside your organization in the text box for senders inside your organization. If there is no text, senders will not receive a message.

To add an Out of Office message for external senders:



1. Select the *Send Out of Office auto-replies to External Senders* check box.

Note: This option is available only if you have first created an auto-reply for those in the global address book senders.

2. Click either *Send Out of Office auto-replies only to senders in my Contacts list* or *Send Out of Office auto-replies to anyone outside my organization*.

4. Type the message that you want sent to each sender outside your organization in the text box for senders outside your organization. If there is no text, senders will not receive a message.

### To turn off Out of Office auto-replies

Select the *Do not send Out of Office auto-replies* option to disable the Out of Office Assistant.