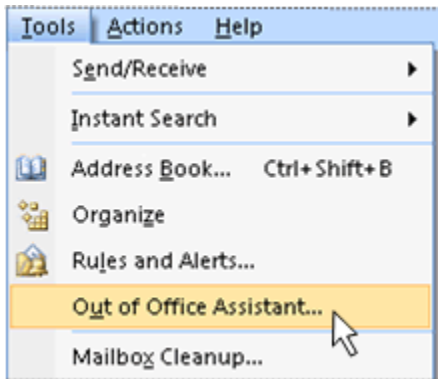


# Create an Out of Office Reply

## Microsoft Exchange Server 2007 accounts

1. On the **Tools** menu, click **Out of Office Assistant**.



**NOTE** The **Tools** menu appears on the main Outlook window. The main window is the same window that appears when you start Outlook and includes the **File, Edit, View, Go, Tools, Actions,** and **Help** menus. There is no **Tools** menu in windows where you create or view items such as e-mail messages, contacts, or tasks.

2. Click **Send Out of Office auto-replies**.
3. If you want, select the **Only send during this time range** check box to schedule when your out of office replies are active. If you do not specify a start and end time, auto-replies will be sent until you click **Do not send Out of Office auto-replies**.
4. On the **Inside My Organization** tab, type the response that you want to send while you are out of the office.

To send auto-replies to people out of your organization, continue with steps 4 and 5.

5. On the **Outside My Organization** tab, select the **Auto-reply to people outside my organization** check box, and then type the response that you want to send while you are out of the office.

**NOTE** Organization is usually defined as your company and includes people who have an Exchange Server account on your e-mail system.

When the **Auto-reply to people outside my organization** check box is selected, the **Outside My Organization** tab displays **(On)** next to the tab name.

6. On the **Outside My Organization** tab, click **My Contacts only** or **Anyone outside my organization** to specify the people to whom auto-replies are to be sent.

**NOTE** The contact must exist in your Exchange Server **Contacts** folder. If the contact exists only in a folder that is a part of a Personal Folders file (.pst), the auto-reply message will not be sent.