

## How to Send “Out of Office” notices in Outlook 2010

You can set up Microsoft Office Outlook 2010 to send an automatic response to some or all of the people who send you e-mail messages<sup>1</sup>.

1. Click on the **File** tab to show the File ribbon.



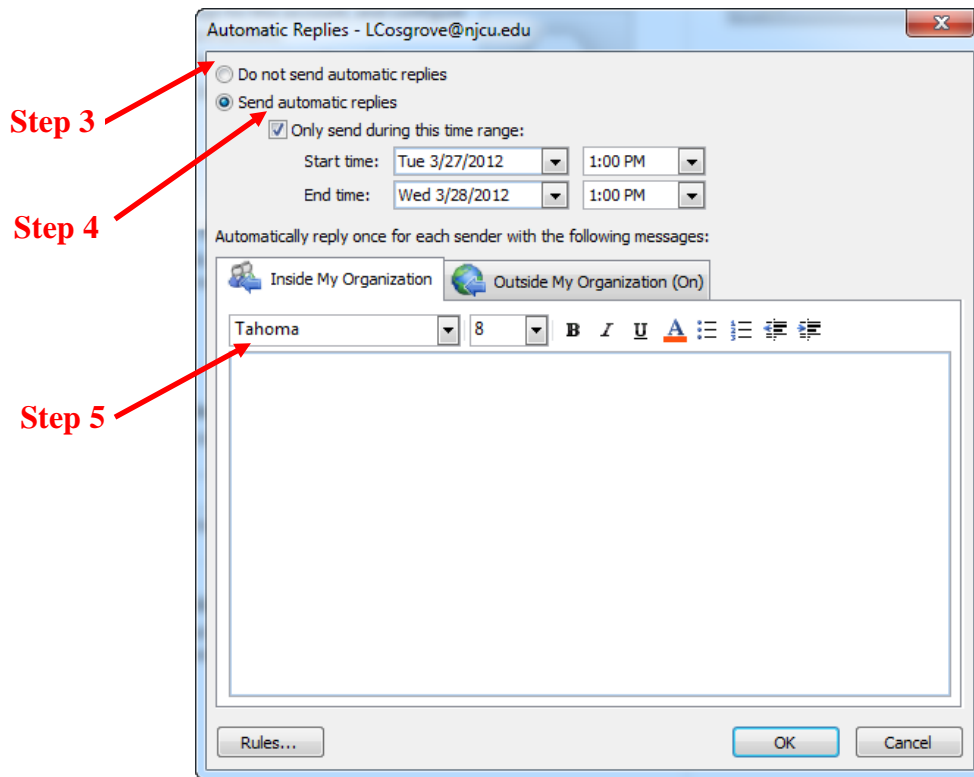
Note 1: The File menu appears on the main Outlook window. The main window is the same window that appears when you start Outlook and includes the File, Home, Send/Receive, Folder, and View menus. There is a File menu in windows where you create or view items such as e-mail messages, contacts, or tasks but, you cannot access Automatic Replies from that menu.

2. Click the **Automatic Replies** button.



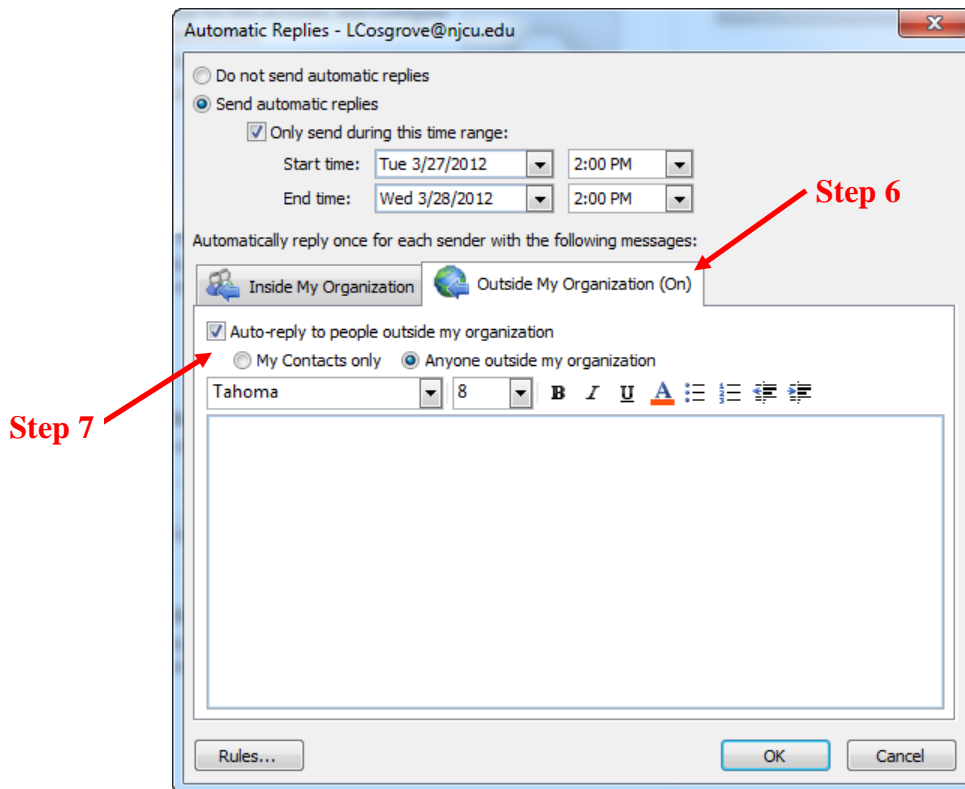
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<sup>1</sup> Retrieved March 27, 2012 from <http://tinyurl.com/cmuds8p> (Microsoft Office Outlook 2007 help files). Edited to reflect new 2010 ribbon options. Editing also includes additional screen shots, comments, corrections, and NJCU specific information.



3. Check **Send automatic replies** radio button.
4. 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**.
5. On the **Inside My Organization** tab, type the response that you want to send while you are out of the office. You have a variety of font and paragraph settings to choose from but keep it simple for those receiving this message in alternate email clients that do not have the same presentation capabilities.

To send auto-replies to people out of your organization, continue with steps 6 and 7 (next page).



6. 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 2: Organization includes people who have an Exchange Server account in the NJCU email 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.

7. 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 3: The contact must exist in the user's online store (OST) Contacts folder. If the contact exists only in a folder that is a part of a Personal Store file (PST), the auto-reply message will not be sent. Be sure to copy or move your personal contacts to the OST Contacts folder.

Note 4: The Rules button in the lower left allows you to define temporary rules for specific senders, such as forwarding the email to another account or an assistant for immediate attention.