

Microsoft Entourage 2004 **Creating Out of Office Replies**

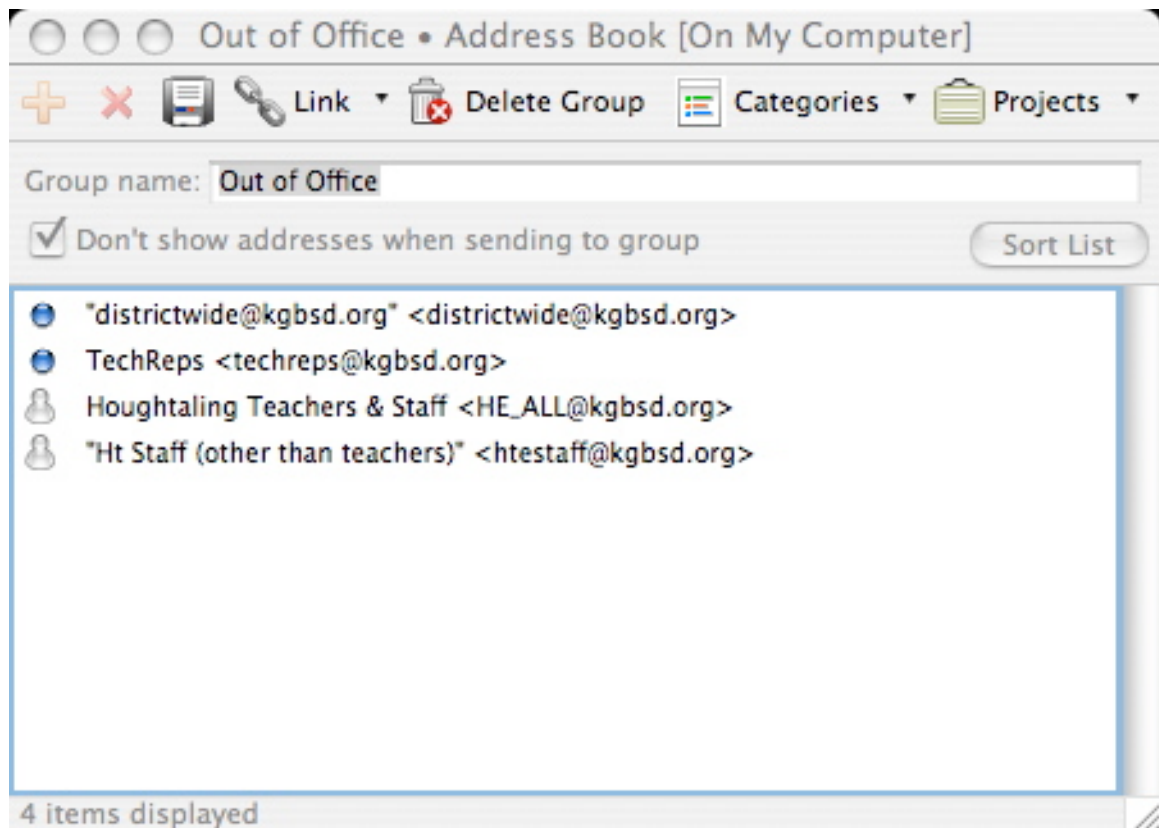
Entourage allows you to set an automatic reply for emails sent to you while you are away. This is helpful in instructing people how to contact you or whom to contact in place of you while you are away.

When creating an out of office reply, consider these **tips** to ensure that your reply is as helpful and informative as possible.

- Include the names and contact information of alternative individuals who can address a sender's particular request. If you are including multiple alternative contacts, indicate the type of request each individual can respond to.
- Include when you will be available again.
- If you feel it is appropriate, include the reason why you are out of the office.
- Make sure that your out of office message is sent only to those who you deem appropriate. HINT: If you subscribe to any discussion lists (listservs), Entourage can prevent your out of office message from going to all of the list members.

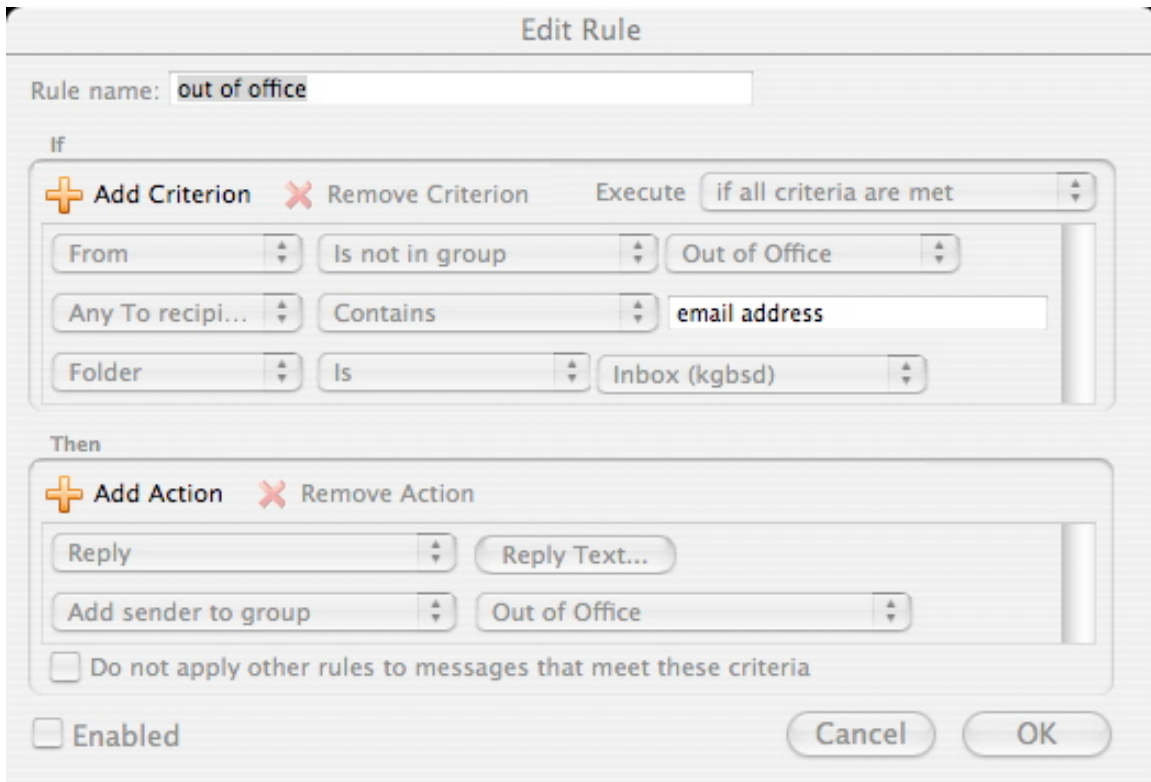
First, set up an email group containing the address of each email group you belong to:

- Open Entourage
- Address Book
- Add Group
- Group Name: Out of Office
- Click the + symbol to type in an email address
- Type in address of each group you belong to (the example shows the groups I included)



To generate an out of office reply you must first create a Rule. WARNING: A rule will not work unless you have set up a schedule to send and receive mail continuously. In order to do this, you must have your computer on and your Internet connection active while you are away.

- Open Entourage
- Tools
- Rules
- Select Mail POP, IMAP, or Exchange (whichever type of account you have)
- New



- In the Rule name text box, type a name for the rule
- In the Execute drop-down menu, choose *if all criteria are met*
- In the If section, using the drop-down list, select *from*
- In next drop-down menu, choose *Is not in group*
- In next drop-down menu, choose *Out of Office*
- Click the + Add Criterion
- In first drop-down menu, select *Any to recipient*
- In next drop down, choose *Contains*
- Type in *email address* in text box
- Click the + Add Criterion
- In first drop-down menu, choose *Folder*
- In next drop-down menu, choose *Is*
- In next drop-down menu, choose *Inbox(your account name)*
- In the Then section, from the Action pull-down list, select *Reply*
- *Reply Text...*
The Reply Text dialog box appears.
- In the Reply Text dialog box, type the appropriate text
- Click the + Add Action
- In the first drop-down menu, choose *Add sender to group*
- In the next drop-down menu, choose *Out of Office*
- Uncheck *Do not apply other rules . . .* box

- OK
- OK
- Close the Rules dialog box

Disabling Your Out Of Office Reply

It is important to enable and disable your reply promptly.

- Tools
- Rules
- The Rules dialog box appears.
- Select Mail POP, IMAP, or Exchange (whichever type of account you have)
- From the list of Rules, select or deselect the rule you created for your out of office reply as appropriate

NOTE: If there is a checkmark before the rule, the rule is selected.

