

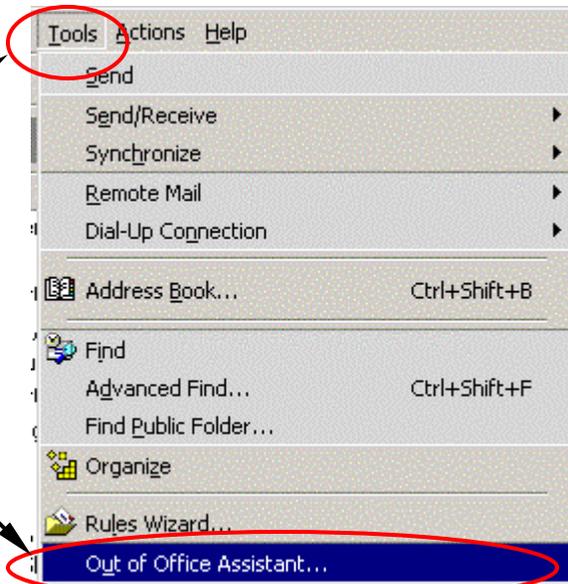
MS Outlook: Out of Office Assistant

If you are **going to be away from your office** computer for a period of time, and you want to leave a message for folks to let them know this, you can use the **Out of Office Assistant** to do this.

1. Make sure you are in the “normal” inbox view of Outlook

2. Click-on the *Tools* menu item

3. and then select *Out of Office Assistant...*



4. A pop-up window similar to the one on the right should appear.

5. **Type the message** that you want others to receive when they send an e-mail message to you.

6. **Then click the radio button** to the left of *I am currently out of the Office*. **This message will be automatically returned** to each person every time they send you an e-mail message.

7. **When you return to the office**, and start Outlook 2000, you will see a screen prompt reminding you that **Out of Office Assistant is active**. You can “turn off” the assistant when you see this message.

