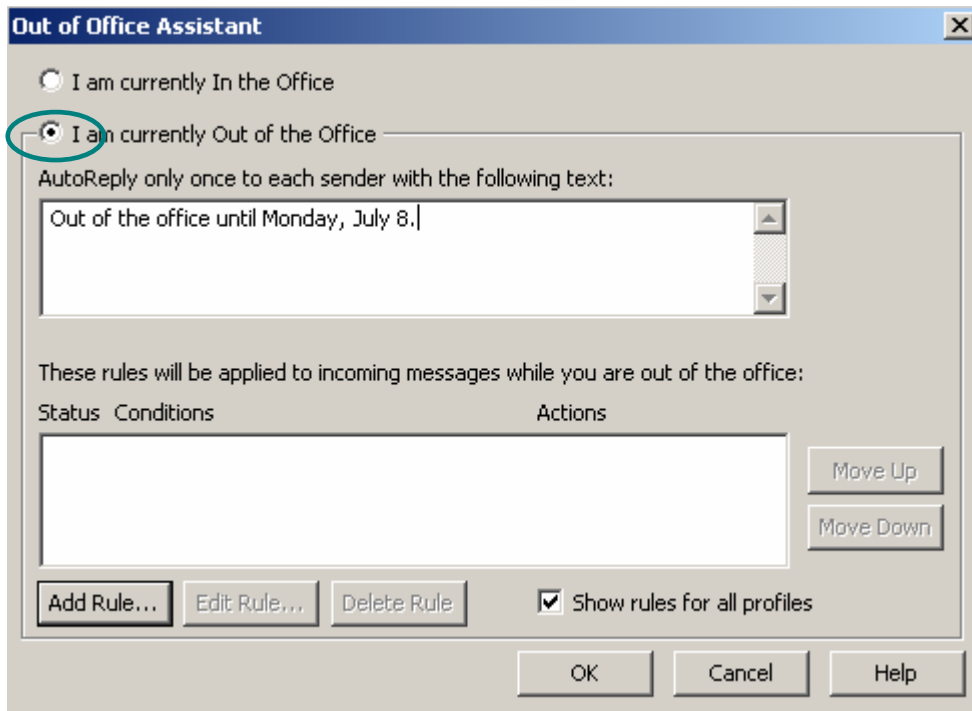


## Out of Office Assistant in Outlook XP

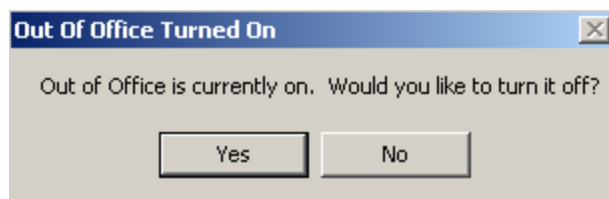
To setup an out of office message that automatically replies once to each sender while on vacation or out of the office for a few days:

1. Login to your Exchange e-mail account by using Microsoft Outlook XP on your office computer.
2. Click on the **In Box** folder;
3. From the menu bar select **Tools, Out of Office Assistant**. This will open the out of office assistant window.



4. Left click in the radio dial beside “**I am currently Out of the Office.**”
5. Left click in the white area below the “**Auto Reply only once to each sender...**” and type the message you want to send to those e-mailing you while out of the office. This option will reply only once to each sender.
6. Click **OK** when finished to activate this function. The Out of Office Assistant will be activated at this point until you turn off the function.

When you return from vacation or being out of the office, and you first login to Microsoft Outlook on your office computer, a message will appear prompting you to turn off the Out of Office Assistant.



Click on **Yes** to turn off the Out of Office Assistant.