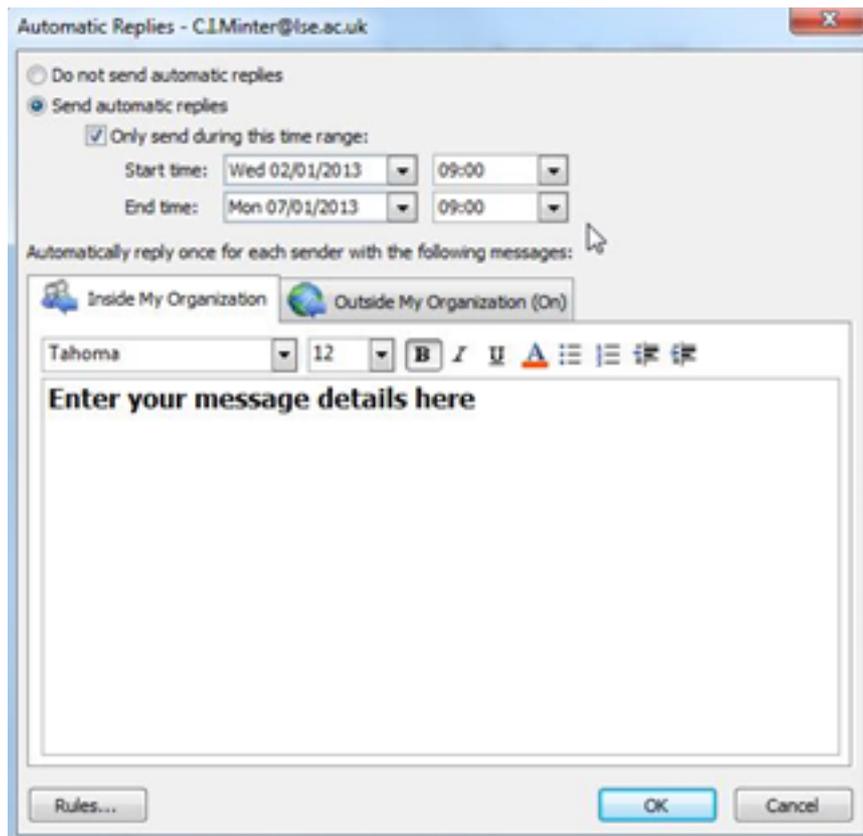


# Outlook 2010 - Out of Office Assistant

## Creating your messages

To create your out of office messages:

1. Click **File | Info | Automatic Replies** *The Automatic Replies dialog box opens*



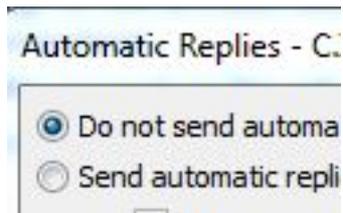
2. Before you can enter any text, you must click on the **Send automatic replies** radio button. The text area will then become active and you can type your message.

**Note:** You have two tabs: **Inside My Organization** and **Outside My Organization**. You can use the same message in both if you wish. Use **Ctrl + C** to copy and **Ctrl + V** to paste, as using the mouse to copy and paste as normal does not work here.

## Scheduling your message

1. Click the **Send automatic replies** radio button  
Note: if this is all you do in the scheduling area, automatic replies will be sent until you manually turn off the assistant. Outlook will show a notification at the top of your inbox window when the Out of Office assistant is on.
2. Click the **Only send during this time range:** tick box. *The date and time options become available*
3. Use the down arrows to select the start and end dates and times that suit you.

**Note:** The Out of Office Assistant will turn off on the day and time you have chosen. If you have **not** set these, remember to turn off the assistant by clicking the **Do not send automatic replies** radio button.



Important: Out of Office Automatic Replies should never mention a holiday or similar reason for being unable to answer the message promptly. If you are a member of staff, your text should contain the following types of information:

- the date you will return to the office
- if and when you will be accessing your email while you are away from the School
- if possible, the name and contact details of a colleague who can deal with enquiries in your absence. remember to confirm with your colleague that they agree to do this, and don't assume they will be able to deal with all of your enquiries. If you cannot find a colleague to point to, include the next paragraph's information, as it is important that the school meets the deadline for information requests
- make provision for requests for information as defined by the Freedom of Information Act, Data Protection Act or Environmental Information Regulations.