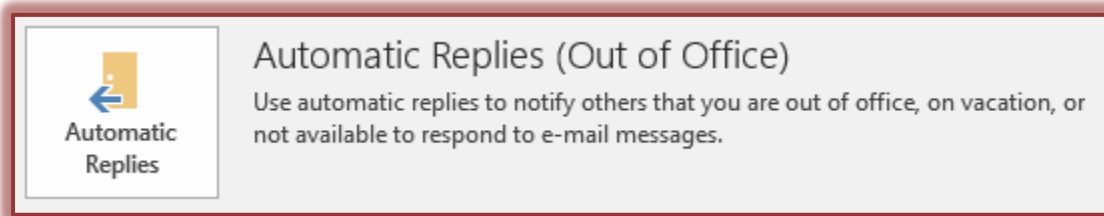


AUTOMATIC REPLIES (OUT OF OFFICE)

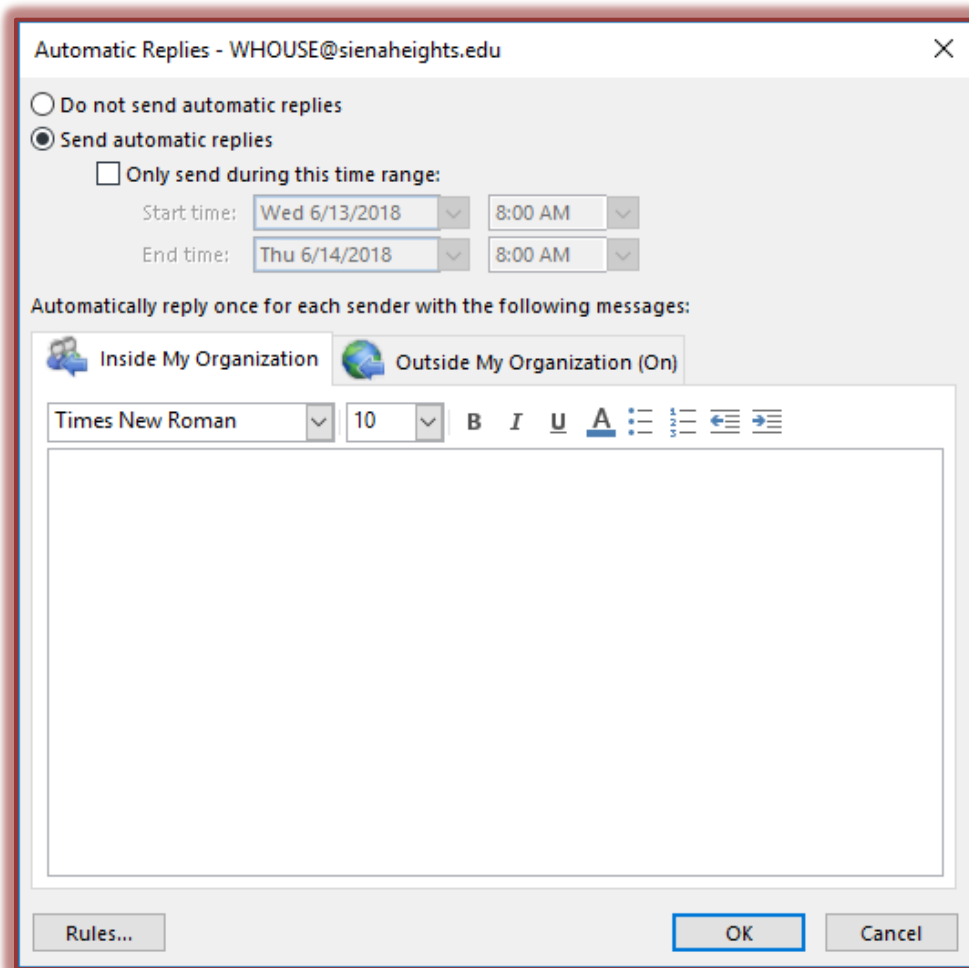
The Automatic Replies feature generates automatic replies to e-mail messages that are received when you are out of the office for a period of time. Each time the assistant is activated, an automatic reply is sent to someone the first time a message is sent. A different message can be sent to senders in and outside the organization. To activate the Automatic Replies feature follow the instructions below.

✚ Click the **File Tab**.

✚ On the **Info Tab**, click the **Automatic Replies** button.



✚ The **Automatic Replies** dialog box will appear.

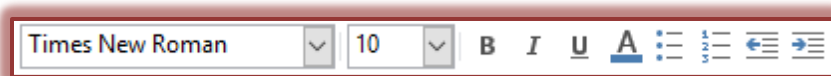


✚ Click the **Send automatic replies** option button.

✚ To set date and time restrictions for the reply, click the **Only send during this time range** check box.

- ✦ In the **Start Time** and **End Time** areas, select the dates and times for when the messages should be sent.
- ✦ Click the **Inside My Organization** tab to input the message that is to be sent to senders within the organization.
- ✦ Use the **Formatting** toolbar to apply formatting options to the message.
- ✦ Click the **Outside My Organization** tab to input the message that is to be sent to senders from outside the organization.
- ✦ Click the **Auto-Reply to people outside my organization** check box to send a message to senders from outside the organization.
- ✦ Choose one of the two options after making the above selection.
- ✦ Input the message that is to be sent.
- ✦ Click **OK** to activate the **Automatic Replies**.

AUTOMATIC REPLIES TOOLBAR



Toolbar Button	Description
Font Type	To change the font for selected text to something besides Times New Roman, click the arrow and select a different font.
Font Size	This button is used to change the size of selected text. Click the arrow to select a size or highlight the current size and press Enter.
Bold	To apply bold formatting to selected text, click this button.
Italic	This button is used to <i>italicize</i> selected text.
Underline	Use this button to <u>underline</u> selected text.
Font Color	To change the color of the font for selected text, click this button.
Bullets	This button is used to create a bulleted list in the message.
Numbering	To number a list of items within the message, click this button.
Decrease Indent Position	An indent creates a temporary left margin in the message. This button is used to decrease the temporary margin by 0.5-inch increments.
Increase Indent Position	This button is used to increase a indent by 0.5-inch increments. An indent is a temporary left margin.