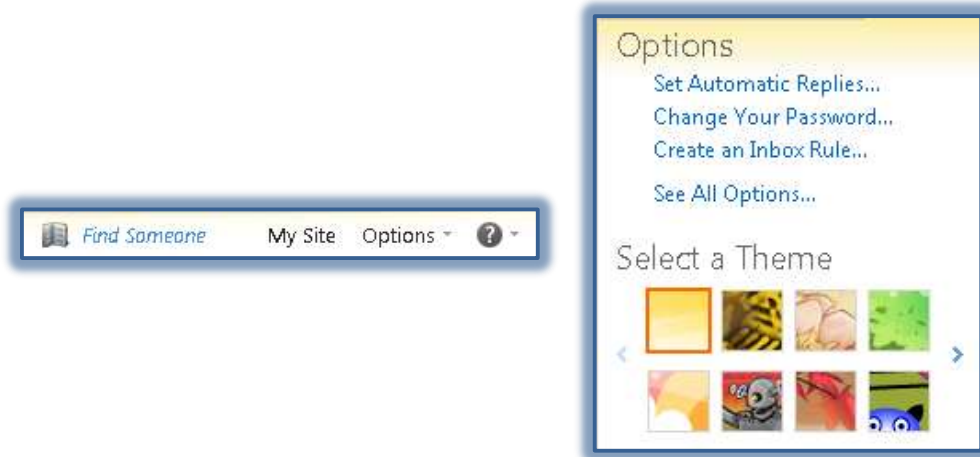


OUT OF OFFICE ASSISTANT

The Out of Office Assistant 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 that he or she sends a message to you. To activate the Out of Office Assistant:








- Click the **Options** link in the **upper right** corner of the **Outlook Web Access** window (see illustration below).



- In the list that appears, click the **Set Automatic Replies** link.
- The **Automatic Replies** window will display (see illustration below).

The screenshot shows the 'Automatic Replies' configuration window. At the top, it says 'Create automatic reply (Out of Office) messages here. You can send replies to senders the whole time you're away or for a specific period of time.' There are two radio buttons: 'Don't send automatic replies' (unselected) and 'Send automatic replies' (selected). Under 'Send automatic replies', there is a checkbox for 'Send replies only during this time period:' which is unchecked. Below this are two time pickers: 'Start time: Thu 9/15/2011 12:00 PM' and 'End time: Fri 9/16/2011 12:00 PM'. A text area contains the message: 'Send a reply once to each sender inside my organization with the following message:'. Below this is a rich text editor toolbar with 'Tahoma' font, '10' size, and various formatting icons. The main text area is empty. Below the editor, there is a checkbox 'Send automatic reply messages to senders outside my organization' which is checked. Under it are two radio buttons: 'Send replies only to senders in my Contacts list' (unselected) and 'Send replies to all external senders' (selected). At the bottom, there is another text area for an external message: 'Send a reply once to each sender outside my organization with the following message:'. Below this is another rich text editor toolbar with 'Tahoma' font, '10' size, and various formatting icons. A 'Save' button with a green checkmark is in the bottom right corner.

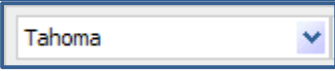










- Click one of the two options at the top of the window. These are:
 - ✦ **Don't send Automatic Replies** – This option should be chosen when you are in the office.















- ✦ **Send Automatic Replies** – Select this option when you are going to be out of the office for a period of time.
-  Click the **Send replies only during this time period** check box if you want to specify the start and end time and date when the message should appear.
-  In the text box, input the message that is to appear for people within the Siena community.
-  Make any formatting changes to the message using the formatting toolbar. For a description of each of the buttons on this toolbar see the table at the end of this document.
-  Click the check box for the option to **Send automatic reply messages to senders outside my organization** to specify a message for those outside of Siena.
-  Click one of the option buttons:
 - ✦ **Send replies only to senders in my Contacts list** – When this option is chosen, a message will be sent to only those people you are listed in your Contacts list.
 - ✦ **Send replies to all external senders** – Choose this option to send a message to anyone outside the organization who sends you an email message.
-  Input the message to **External Senders** in the message box at the bottom of the window.
-  Click the **Save** button in the bottom right corner of the window to save the settings.



Formatting Toolbar

This toolbar is used to apply formatting to text within the email message. Not all of the buttons listed in this table will be displayed on the toolbar. To display additional buttons, click the Customize button at the end of the toolbar.

Button and Image	Description
Font Type 	To change the type of font that is used for the message, click the arrow and then select the type of font.
Font Size 	Click the list arrow and then select the size of font that is to be used.
Bold 	Use this button to apply bold formatting to selected text within the message.
Italics 	This button is used to apply italic formatting to selected text within the message.
Underline 	To underline selected text in the message, click this button.
Strikethrough 	This button is used to place a line through selected text within the message.
Align Left 	Click this button to align a paragraph at the left margin.
Center 	To center a paragraph within a message, click this button
Align Right 	Use this button to align a paragraph in the message at the right margin.
Bullets 	This button is used to create a bulleted list within the message.
Numbering 	To number a list of items within a message, click this button.

Button and Image	Description
Decrease Indent 	To remove a temporary left margin or move the left margin back by 0.5-inch increments, within a message, click this button.
Increase Indent 	To set a temporary left margin at 0.5-inch increments, click this button.
Highlight 	To apply highlighted color to selected text within the message, click this button. Click the list arrow to select different colors.
Font Color 	Click this button to apply the default color to selected text within the message. To display a gallery of different colors, click the arrow on the right side of the button.
Remove Formatting/Eraser 	This button is used to remove formatting from selected text in the message.
Insert Horizontal Rule 	To insert a horizontal line across a page within the message, click this button.
Undo 	Use this button to undo a previous formatting action. Clicking the button more than one time will undo several actions.
Redo 	This button is used to redo a previous action. Clicking the button more than one time will redo several previous actions.
Insert Hyperlink 	To insert a hyperlink to a Web page or another document, click the button. A dialog box will open where the information for the link can be input.
Remove Hyperlink 	Once a hyperlink has been created, this button is used to remove the hyperlink.
Superscript 	Use this button to apply superscript formatting to selected text in the message.
Subscript 	Click this button to apply subscript formatting to selected text within a message.
Left-to-Right 	This button is used to input text left-to-right. This is the default option.
Right-to-Left 	To input text right-to-left, click this button. This is the direction that languages such as Arabic are input.