

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

MS OUTLOOK – OUT OF OFFICE

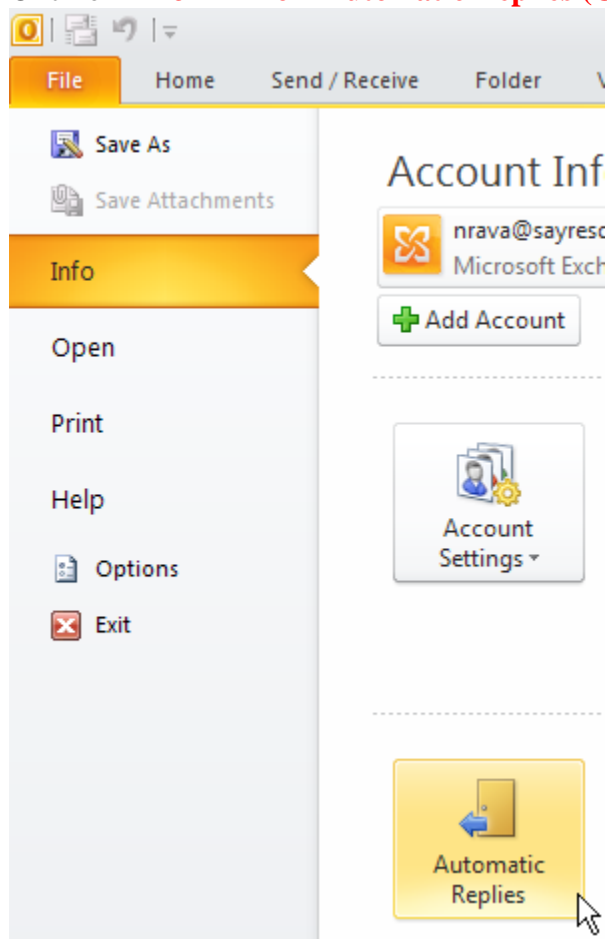
Purpose

This handout is to briefly instruct how to use the **Out of Office** Feature in your MS Outlook account. Why use it? If you are going to away from the Sayre School District for 1 or more days, this notifies the people that send you an email that you are out of the office.

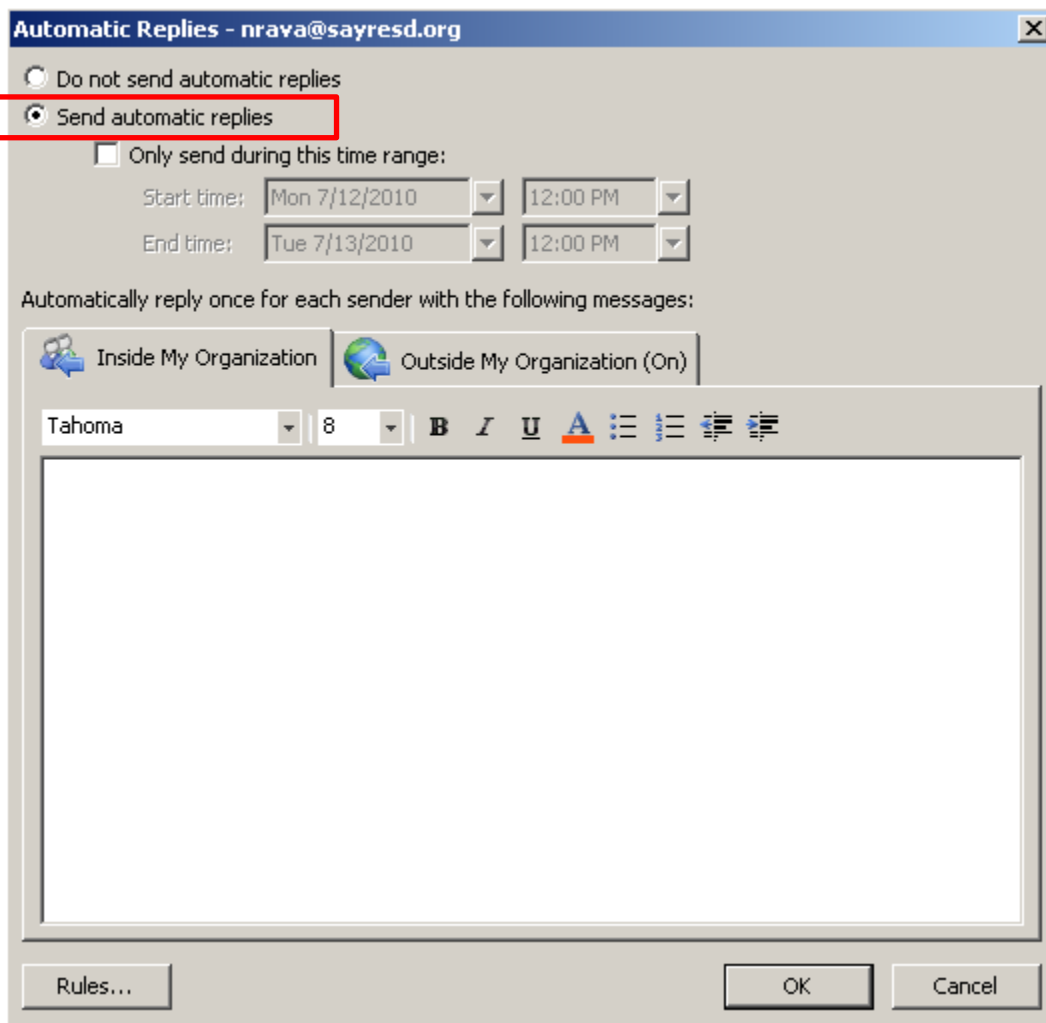
How to Turn **On** Out of Office

In **MS Outlook** do the following:

Click on **File** → **Info** → **Automatic Replies (Out of Office)**

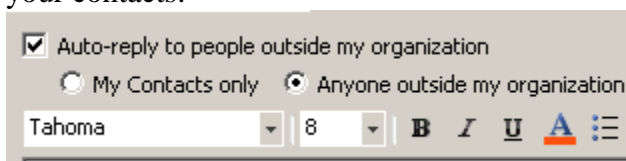


The following screen appears:



Select 'Send automatic replies'

Decide whether you want the message to be sent inside your organization or outside. For those outside your organization, choose whether you want the message to be sent to anyone or only your contacts:



Then enter the desired message and send an email to yourself to test it.

Automatic Replies - nraava@sayresd.org

Do not send automatic replies

Send automatic replies

Only send during this time range:

Start time: Mon 7/12/2010 12:00 PM







End time: Tue 7/13/2010 12:00 PM

Automatically reply once for each sender with the following messages:

Inside My Organization Outside My Organization (On)

Auto-reply to people outside my organization

My Contacts only Anyone outside my organization

Tahoma 8 **B** *I* U A      

I am out of the office until July 28.

How to Turn Off Out of Office

Return to File→Info and Select the button ‘Turn off’

