

Modifying the Out of Office Assistant for Mac Users

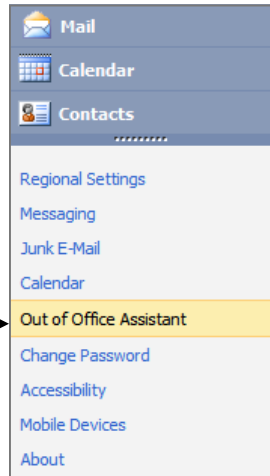
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Accessing the Out of Office Assistant

The **Out of Office Assistant** settings help you manage your e-mail when you are out of the office by automatically responding to incoming mail from internal and external senders.

To access the Out of Office Assistant settings, click on the **Options** button at the top, right-hand corner of the screen. This will bring up the Options dialog box. Clicking on "**Out of Office Assistant**" in the list of Options displayed in the Navigation Pane....



Out of Office Assistant

Do not send Out of Office auto-replies

Send Out of Office auto-replies

Send Out of Office auto-replies only during this time period:

Start time: January 23, 2008 2:00 PM

End time: January 24, 2008 2:00 PM

Send an auto-reply once to each sender inside my organization with the following message:

Send an auto-reply once to each sender outside my organization with the following message:

Send Out of Office auto-replies to **External Senders**

Send Out of Office auto-replies only to senders in my Contacts list

Send Out of Office auto-replies to anyone outside my organization

Send an auto-reply once to each sender outside my organization with the following message:



Internal Auto-Replies

The first fields on this page allow you to specify whether or not you want OWA to automatically send a response to e-mails that you receive while you are out of the office that are sent from an address within your organization.

To specify a specific time period for the auto-replies to be sent:

- 1) Click on the **Send Out of Office auto-replies** button; and...
- 2) Click on the **Send Out of Office auto-replies only during this time period** button
- 3) Select the desired **Start time** and **End time** from the drop-down lists.

Do not send Out of Office auto-replies

Send Out of Office auto-replies

Send Out of Office auto-replies only during this time period:

Start time: January 15, 2008 5:00 PM

End time: January 24, 2008 6:00 PM

Outlook Web Access will automatically send the Out of Office message for any emails received between the start and end times you have specified.

Send an auto-reply once to each sender inside my organization with the following message:

I will be out of the office from Monday, February 18 until Monday, February 25. If you need assistance while I am out, please contact Joe Turner at 555-1212 or Susan Jones at 555-4857. Otherwise, I will get back to you when I return to the office.

Thanks,
Cathy Cunningham



External Auto-Reply Indicator

These fields on the page allow you to specify whether or not you want OWA to automatically send a response to e-mails that you receive that are sent from an address outside of the organization. You can choose to reply only to external senders who are included in your Contact list, to all external senders, or to no external senders:

Send Out of Office auto-replies to **External Senders**

Send Out of Office auto-replies only to senders in my Contacts list

Send Out of Office auto-replies to anyone outside my organization

Send an auto-reply once to each sender outside my organization with the following message:

I will be out of the office from Monday, February 18 until Tuesday, February 26. If you need assistance while I am out, please call our company operator at 555-1234, and she will direct you to an alternate contact.

Thanks,
Cathy Cunningham
Director of Marketing