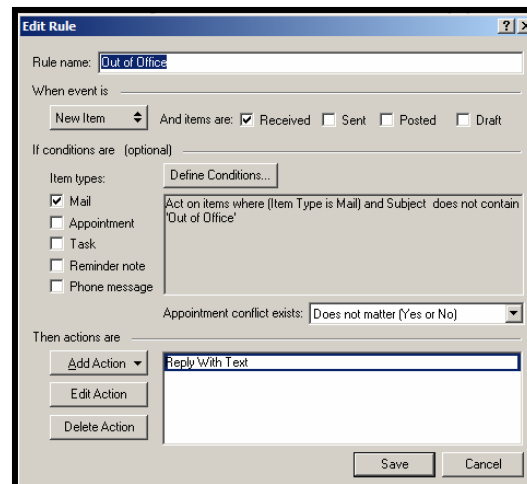
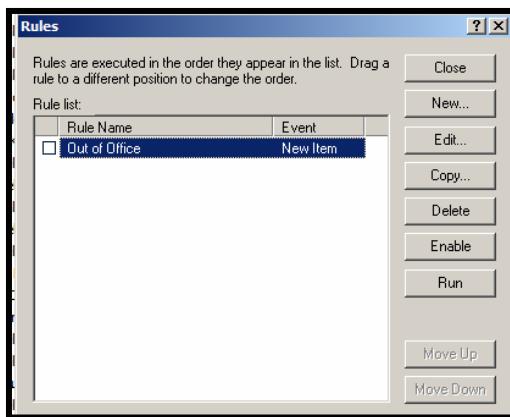
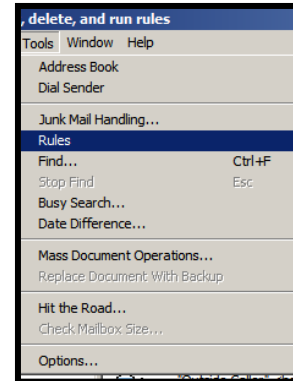


Setting up “Out of Office” Emails

1. Click on the **Tools** menu
2. Select **Rules**
3. Select **New** (In Rule Name, give it a title, I.E. “Out of office”)
4. Under the **Items Type**, select **Mail**
5. Select **Add Action**
6. Select **Reply**
7. Select **Reply to Sender and Include Message Received From the Sender**
8. Press **OK**
9. **Type message** you want to return to sender of e-mail Type a subject to the reply message (ex. I am out of the office until....)
10. Click **OK**
11. Click **Define Conditions**
12. Select **Subject** in the first box
13. Click the button and select **Does Not Contain**
14. Click on the empty box and **type the subject of your reply message** from above
15. Click **OK** (this helps prevent mail loops)
16. Select **Save** Under Rule Name; ensure the box is selected when you need to activate the rule.



To Edit the rule, follow the same steps but only change the message text subject if need be.