

## Activate Auto Response (Out of Office) Assistant

If you are going to be out of office for any length of time, good customer service dictates that you let your current clients know. Outlook has an auto-response option that sends a reply email to anyone who emails you while you are away. With this you can let others know how long you have been gone and when you will return. You can also suggest other coworkers for clients to contact.

To set up Outlook's Auto Response Assistant:

1. Open "Outlook."
2. Select "File" from the menu bar.
3. Select "Info" from the navigation pane on the left.
4. Click the "Automatic Replies" button.
5. In the "Automatic Replies" window, check "Send automatic replies" to activate the response assistant.
6. Click on the "Only send during this time range:" checkbox and choose your start and end time.
7. Select the "Inside My Organization" tab and type your message in the provided text area.
8. Select the "Outside My Organization" tab and check the "Auto-reply to people outside my organization" check box.
9. Click on the "Anyone outside my organization" radio button and type your message in the provided text area.
10. Click "OK."