



1. Select **Tools, Out of Office Assistant** from the menu bar. The *Out of Office Assistant* dialogue box appears.
2. Select the **I am currently Out of the Office** option.
3. **TAB** to the *AutoReply only once to each sender with the following text:* field.
4. Enter the desired text and click on the **OK** button.

You may customize the handling of messages received while you are out of the office.

To Forward Incoming Mail to Another Addressee:

1. Select **Tools, Out of Office Assistant** from the menu bar. The *Out of Office Assistant* dialogue box appears.
2. Select the **I am currently Out of the Office** option.
3. **TAB** to the *Auto Reply only once to each sender with the following text* field.
4. Enter the desired text.
5. Click on the **Add Rule...** button. The *Edit Rule* dialogue box appears.
6. Select the **Sent directly to me and Copied (Cc) to me** options in the *When a message arrives that meets the following conditions:* field.