Out of Office Assistant	
I am currently in the Office	
Oil am currently Out of the Office	
AutoBeply only once to each sender with the following text:	
These rules will be applied to incoming messages while you are out of the office -	
Status Conditions	
	Movelup,
	Move Down
Add Rula.	
<u>OK</u> Cancel	Heb

- 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.