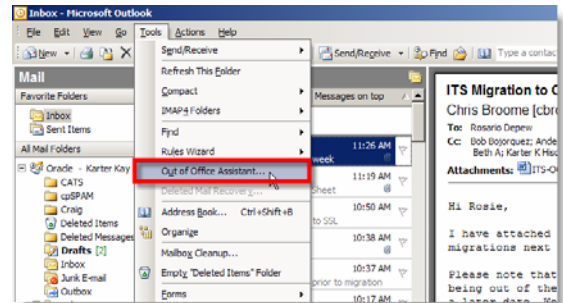


OCFO Out of Office Assistant

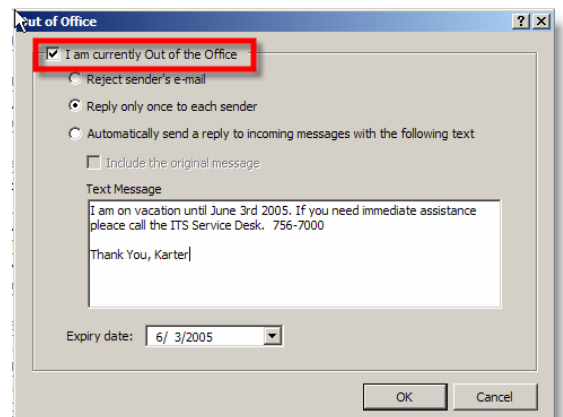
Use the Out of Office Assistant when you want your e-mail to reply automatically to incoming messages. This will inform people of your absence or make them aware that you will not be reading e-mail.

- 1) Start Oracle Connector for Outlook
- 2) To start the Out of Office Assistant, choose **Tools > Out of Office Assistant...** from the Main Menu.



The **Out of Office** dialog box appears.

- 3) To activate the Out of Office Assistant, check the box beside **I am currently Out of the Office** in the top left corner of this dialog box. This will turn on the other options.
- 4) Select the radio button beside the auto reply option you prefer.
Recommended:* Select **Reply only once to each sender.
- 5) In the text box, type your auto reply. This is the message that Outlook will send to anyone who sends you a message while this feature is turned on.
- 6) Enter an expiry date or select a date from the pop-up calendar in the **Expiry date** field. The **I'm currently out of the office** check box will be cleared automatically on the date you specify.



Selecting the radio button beside the following auto reply options will have the effects explained below:

Reject sender's e-mail: The e-mail will not be delivered to your Inbox, and the sender will receive a rejection notification.

Auto reply only once to each sender: Only one response stating that you are out of the office will be sent to each sender, regardless of how many e-mail messages you receive from a sender.

Automatically send a reply to incoming messages with the following text: You can enter the text you want to send in response to each e-mail you receive while you are out of the office. You can check the box beside **Include the original message** to include the sender's message with your automatic reply.

If you have any questions about this process, please contact the Service Desk at 756-7000.