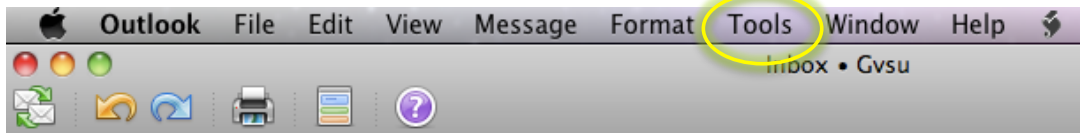


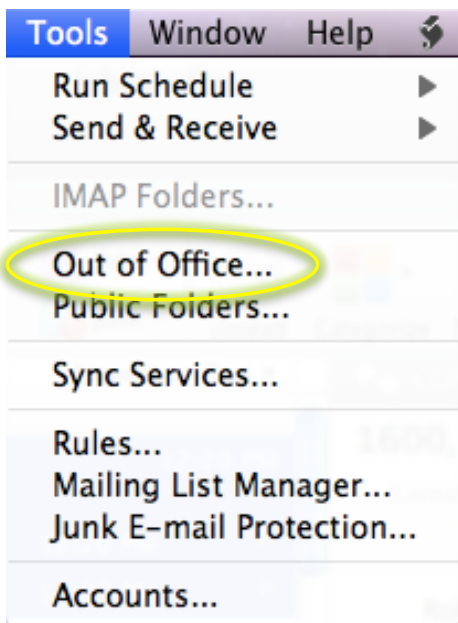
## Outlook 2011 for Mac Setting up an Automatic Reply

To set up an Out-of-Office reply do the following:

1. Go to the menu bar and select Tools.



2. In the drop down menu select Out of Office.



3. The Out of Office Assistant window allows you to customize your out of office message, set a start date and time to start sending messages and an end date and time to stop sending messages. You also have the option to send message to just the contacts in your address book or to anyone outside the university. There is a place to send a separate message once to each sender outside of the university. Note: these messages only go out to a contact if the contact sends an email to you first.

**Out of Office Assistant**

Account: Gvsu

☐ Do not send Out of Office messages  
☒ Send Out of Office messages

Reply to messages with:

I will be out of the office on vacation.

▼ More options

☒ I am out of the office between:

Start date: Mon, Jun 27, 2011 12: 00 PM

End date: Tue, Jun 28, 2011 12: 00 PM

☒ Send replies outside my company to:

☐ Address Book contacts only  
☒ Anyone outside my company

Reply once to each sender outside my company with:

Please contact me on Wed.

Cancel OK