

Outlook 2007 out of office reply

Creating your out of office reply message

- 1. Open Outlook and click New to open a new message.
- 2. Complete the 'Out Of Office Reply' in the body of the email.
- 3. Click File \rightarrow Save As. For the File name use 'outofofficereply'
- 4. Under 'Save as type' select Outlook Template.

File name:	outofofficereply.oft
Save as type:	Outlook Template (*.oft)
Hide Folders	Text Only (*.txt) Outlook Template (*.oft) Outlook Message Format (*.msg) Outlook Message Format - Unicode (*.msg) HTML (*.htm;*.html) MHT files (*.mht)

5. Save the file either on your H:\ drive or somewhere else you will remember where.

Setting up the out of office rule

- 1. Click Tools \rightarrow Rules and Alerts and under the tab E-mail rules click New Rule
- 2. Step 1. Under the heading 'Start from a blank rule' \rightarrow tick 'Check Messages when they arrive'. Click Next.
- Under 'Which condition(s) do you want to check' → tick 'sent only to me'. Click Next.
- Under 'What do you want to do with the message?' → tick 'reply using a specific template'. Under Step 2 below, click on 'a specific template' which will be underlined.
- 5. Click browse to find the 'folder' that your outofofficereply.oft message is in. The file will automatically show up under the folder you have selected. Click Open.
- 6. The bottom of the Rules Wizard should look similar to below.



- 7. Click Finish and then click Apply.
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