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 → Save As. For the File name use 'outofofficereply'

4. Under 'Save as type' select Outlook Template.
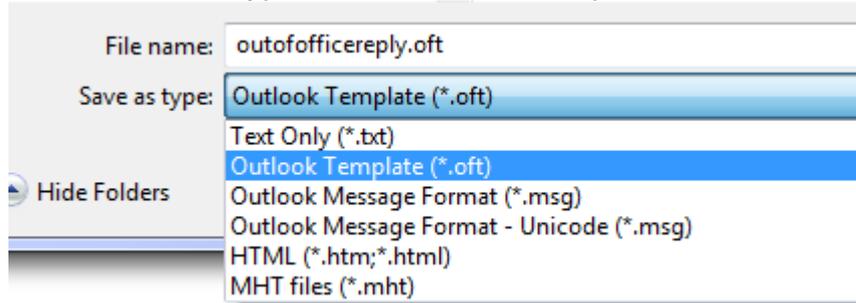
5. Save the file either on your H:\ drive or somewhere else you will remember where.

Setting up the out of office rule

1. Click Tools → Rules and Alerts and under the tab E-mail rules click New Rule

2. Step 1. Under the heading 'Start from a blank rule' → tick 'Check Messages when they arrive'. Click Next.

3. Under 'Which condition(s) do you want to check' → tick 'sent only to me'. Click Next.

4. 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.
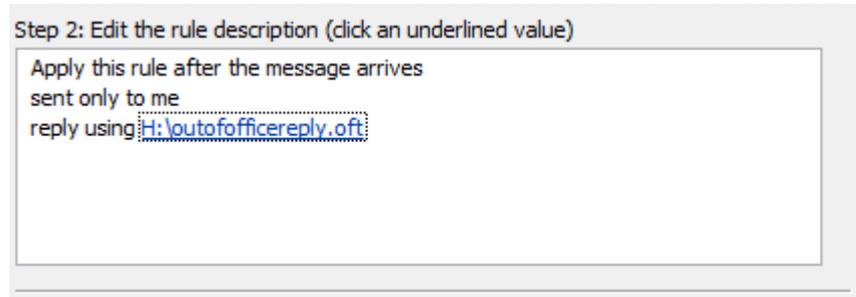
7. Click Finish and then click Apply.