

## HOW TO LEAVE A MESSAGE THAT YOU ARE OUT OF THE OFFICE

Tools

Rules

New Rule

Type in Vacation or what you want to name the rule

Item Type – Mail

Click on the Define Conditions Tab

To: your e-mail address (ex. [helpdesk@unit5.org](mailto:helpdesk@unit5.org))

End – Change to Or

To: your name (ex. Helpdesk) End

Okay

Click on the Add Action box – Reply...then click Okay, which will bring up the box to reply to sender – Click Okay

In the message box that pops-up – this is where you will put your e-mail letting them know you are out of the office for certain dates, etc. (This is the reply that will bounce back to them)

Save

Make sure you enable this when you are out, and disable when you are back.