# How to emulate the Out of Office Assistent in Outlook (IMO)

These prodecures only apply if you have installed Outlook with the *Internet Mail Only* option (IMO). To determine the installation type, go to the "Help" menu, click "About Microsoft Outlook". Here you should see *Internet Mail Only*.

The *Internet Mail Only* option does not have the *Out of Office Assistant* to automatically reply to e-mails unlike the *Corporate* or *Workgroup* option. You can emulate this feature in IMO by creating an e-mail template and defining a rule in the *Rules Wizard* to auto-reply with the template.

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Please note: Outlook must be running for the *Rules Wizard* to auto-reply, because this is a clientbased application.

Outlook must be set up in the following way to run the *Rules Wizard* faultless:
- The program must be configured to periodically check for new messages. You can set this under *Tools, Options, Mail-Delivery* under *Check for new messages every [time] minutes* (picture A).
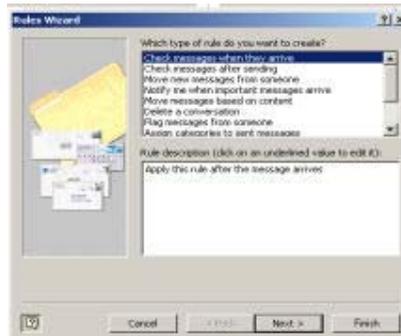

Picture A

- In the same dialogue check *Send messages immediatley when connected*. Microsoft recommended to accept the option *Hang up when finished sending and receiving*.
- You will find further information under **starting the defined rules** on page 4.

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### Defining an automatic-reply template

1. Open a new Outlook message formatted as **plain text**.
   **Please note**: Do **not** use Microsoft Word as the e-mail editor!
2. Type whatever information you would like to appear in your reply message.
3. On the "File" menu, click "Save As".
4. In the *Save As* dialogue click to select the "Outlook Template" check box in the "Save As Type" list.
5. Type a name for the automatic-reply template, click "Save".

**Defining a rule to send an automatic reply**

1. On the *Tools* Menu click "Rules Wizard".
2. In the following *Rules Wizard* dialogue box go to "New".
3. Under *Which type of rule do you want to create?* click "Check messages when arrive", then click "Next" (picture 1).



Picture 1

4. Under *Which condition(s) do you want to check?* go to "Sent Only To Me", then click "Next" (picture 2).



Picture 2

5. In the dialogue box *What do you want to do with the message?* select "Reply using a specific template" (picture 3).



Picture 3

6. Under *Rule Description* click the underlined phrase, "a specific template".
7. In the *Select A Reply Template* dialogue box select the template you saved in step 4/5 of the previous set of instructions.
   Tip: under *Look in* you can find with "User Templates in File System" the stored template in a very simple (way picture 4). Finish with "OK".
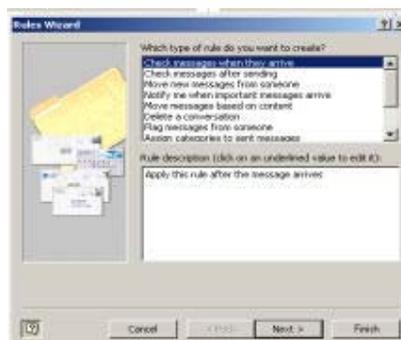
Picture 4

8. You could skip the *Add any exceptions* dialogue box, click "Next".
9. In the following window define a name for this rule, click "Finish".

## Defining a rule to forward e-mails

1. On the *Tools* Menu click "Rules Wizard".
2. In the following *Rules Wizard* dialogue box go to "New".
3. Under *Which type of rule do you want to create?* click "Check messages when arrive", then click "Next" (picture 5).


Picture 5

4. Under *Which condition(s) do you want to check?* select "Where my name is in the To box", click "Next" (picture 6).
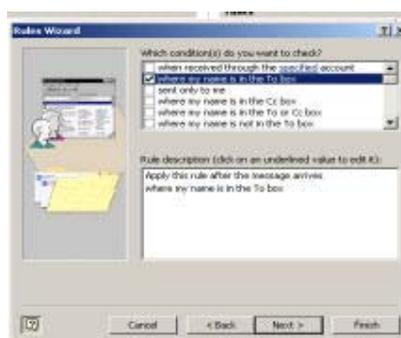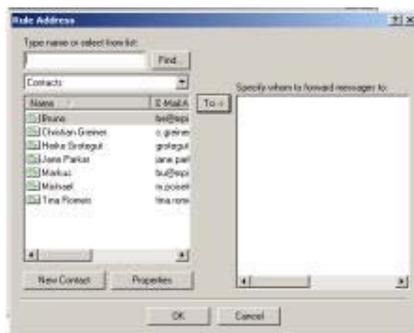

Picture 6

5.  Under *What do you want to do with the message?* select the option "Forward it to people or distribution list" (picture 7).



Picture 7

6.  In the same dialogue box select the underlined phrase *people or distribution list* under *Rule description.* A new window called *Rule Address* appears (picture 8). Here you could select an address or define a new address to which the e-mails should be forwarded.



Picture 8

7.  You can skip the next dialogue *Add any exceptions*, just click "Next".
8.  In the following window type a name for the rule, click "Finish".

**Starting the defined rules**

1.  On the *Tools* menu select the *Rules Wizard*.
2.  Click the "Run Now"-Button, the *Run Rules Now*-dialogue appears (picture 9).



Picture 9

3. Select the rules you defined in the previous set of instructions.
4. Select the *Inbox* under *Run in Folder*. You can set this with the "Browse"-Button in a very simple way.
5. Activate the rules with "Run Now".

**Important:** Do not close this window after the activating of the rules!