How to set up Out of Office Assistant for Outlook 2003
1. Click **Tools** then **Out of Office Assistant**.
2. Click **Add Rule...**
3. Put a check in *Sent directly to me* and in *Copied (Cc) to me*. Put a check in *Reply with* then click *Template*.
4. Type a Subject line and Message body as illustrated below.

[Image of an email interface with a message saying: I will be out of the office until July 16. Please call 410-916-8600 if you need assistance.]
5. Click **File** then **Save** then close the message window.
6. Click **OK** to close the Edit Rule window.
7. Click the radio button next to *I am currently Out of the Office* then click *OK*. 