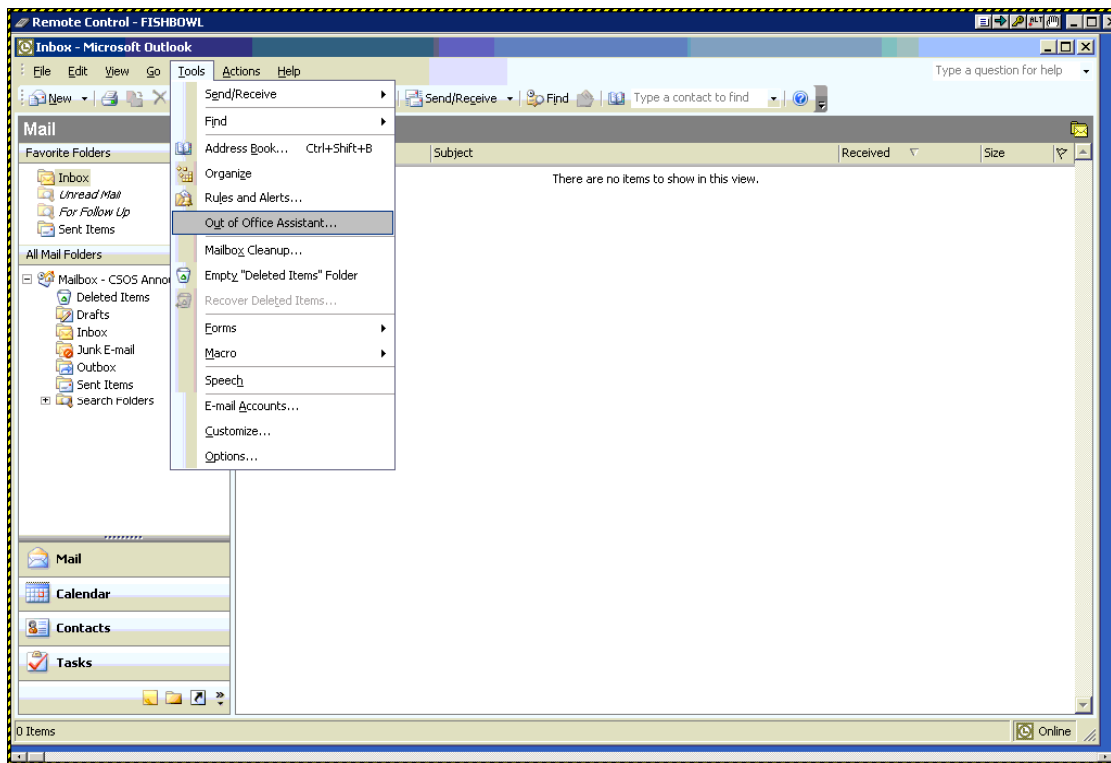
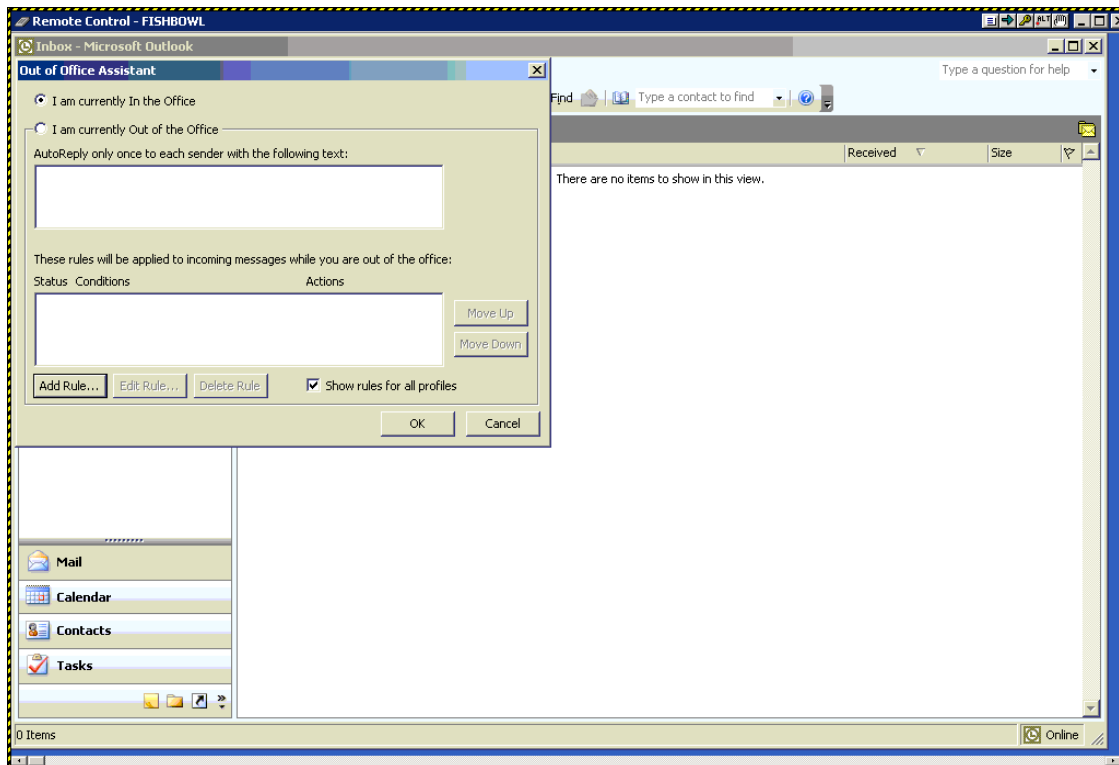


How to set up Out of Office Assistant for Outlook 2003

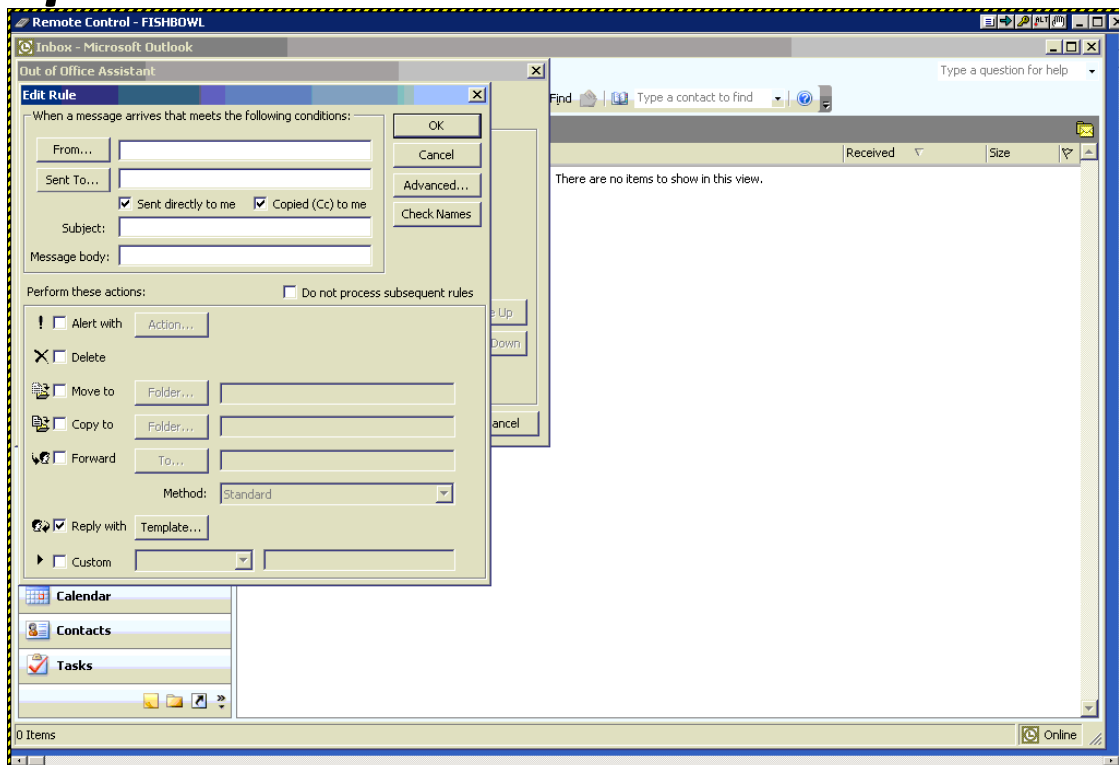
1. Click *Tools* then *Out of Office Assistant*.



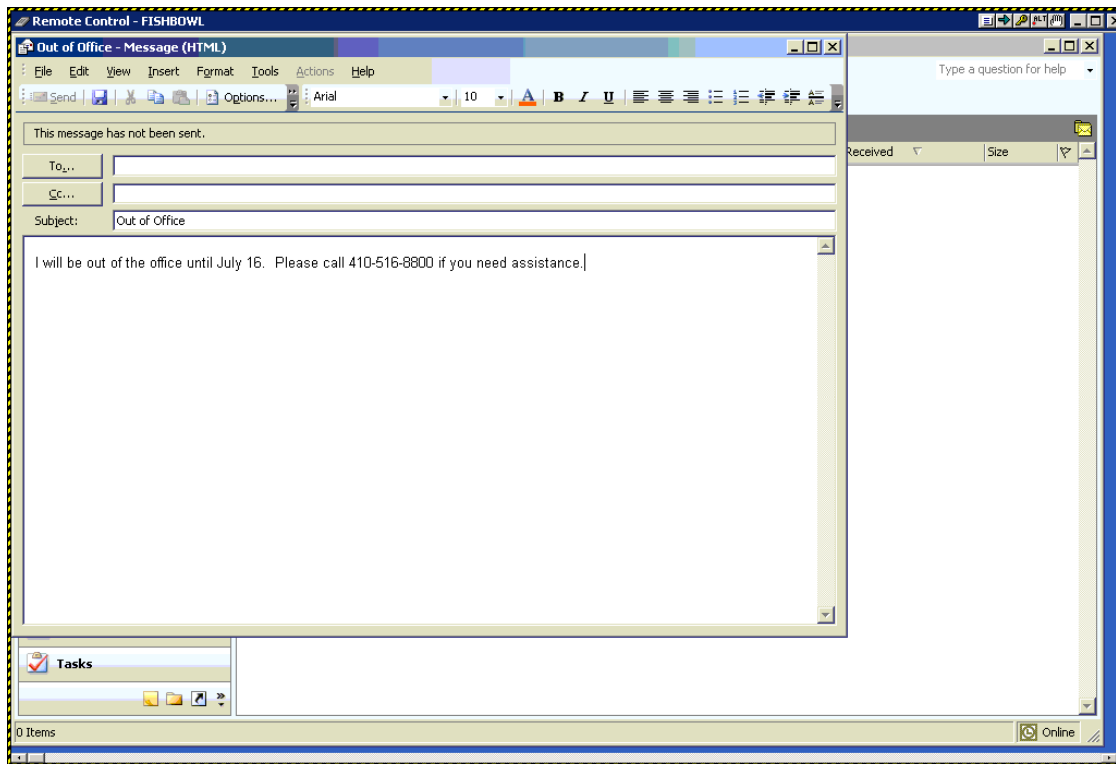
2. Click *Add Rule...*



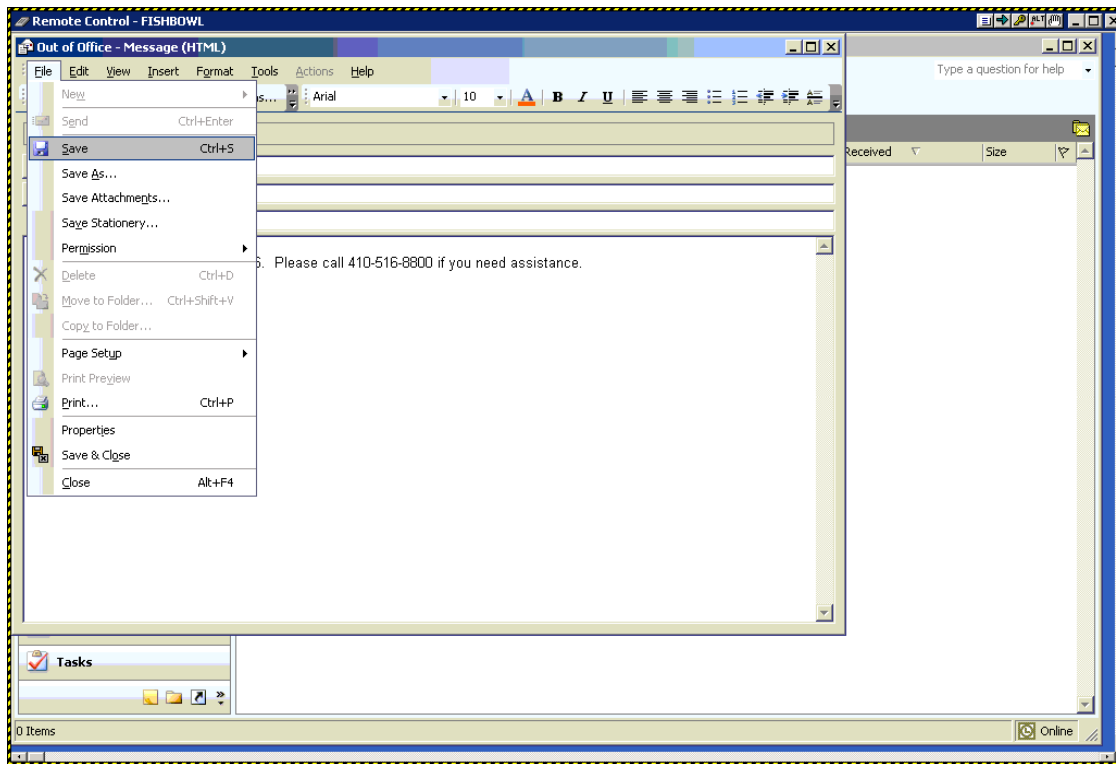
3. Put a check in ***Sent directly to me*** and in ***Copied (Cc) to me***. Put a check in ***Reply with*** then click ***Template***.



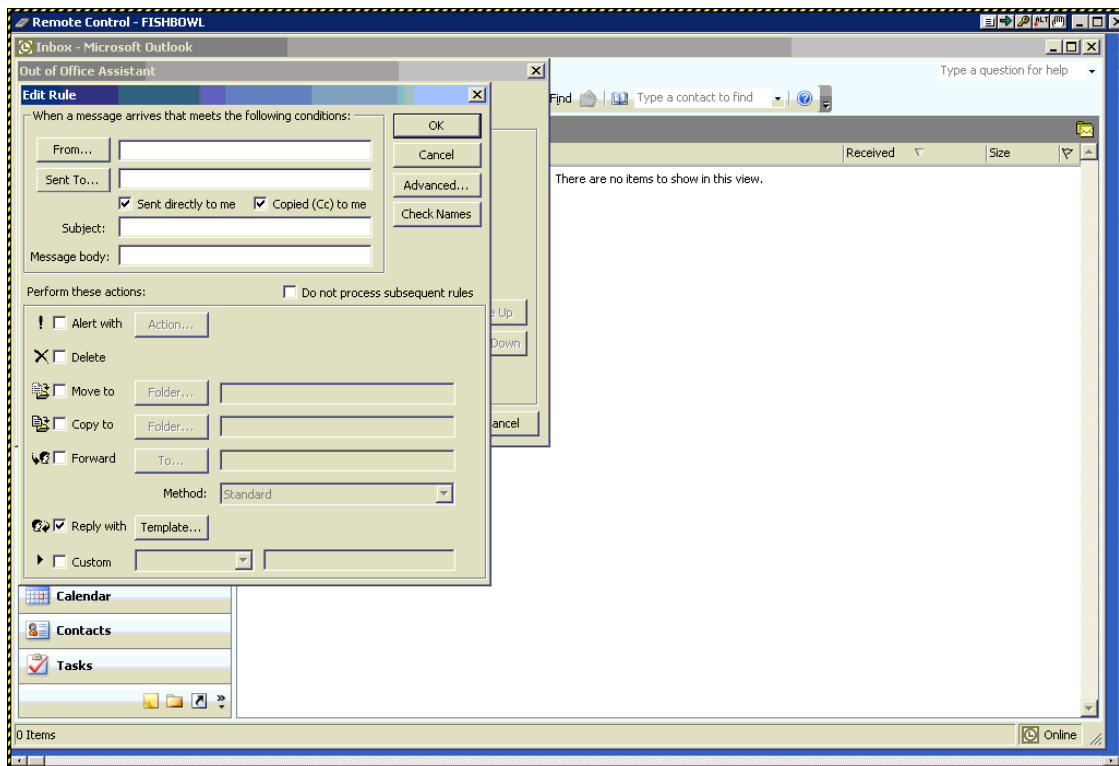
4. Type a Subject line and Message body as illustrated below.



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*.

