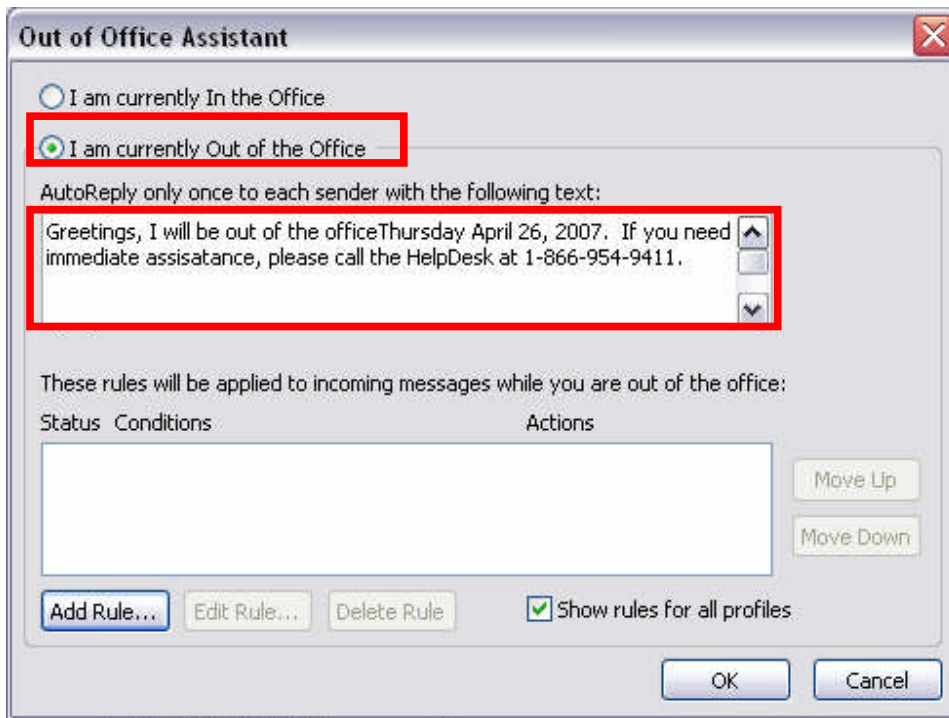


Wouldn't it be nice to let others know when you are out of the office? Well you can, by using MS Outlook's **Out of Office Assistant**.

Here's how you can turn on your **Out of the Office Assistant** in MS Outlook.

To start, open Outlook. Go to the **Tools Menu** and select **Out of Office Assistant**.

Select **I am currently Out of the Office**. You can also leave a message giving details of how long you will be out of the office by typing in the text box.



Once you are finished, click **OK**. From this point, anyone that sends you an email will be notified that you are out of the office. However, it will only notify the same person once. Also, when you close Outlook, senders will continue to receive email notifications.

When you sign back into MS Outlook, you will receive a message that notifies you that **Out Of Office Assistant is Turned On**.

Click **Yes** to turn off **Out of Office Assistant**.

Click **No** to leave on.

