Entourage 2008

Vacation Messages

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The Out of Office Assistant in principle

You can use the Out of Office Assistant (OOA), when on vacation or away from your office for any period of time, to send automatic replies to emails you receive. We recommend that you use the OOA if you are not going to be accessing your email for more than three (3) days and to include details of any arrangements that have been made for coverage during your absence. It is also a good idea to indicate the reason you are away or how long you will be gone.

This feature is essentially a server-side Rule, which works with your emails as soon as they come into your UAConnect mailbox, rather than the Entourage 2008 Rules which only work when you open Entourage on your machine.

Setting the Out of Office Rule

- Click on the Tools menu in the Entourage menu bar, and then on Out of Office...
- Turn the Out of Office rule on by selecting the **Send Out Of Office messages** option

- Type the message that you want the recipient to see when they receive the Out Of Office reply. You must type a message for the Rule to work.

- Click on the **OK** button

This rule is now turned on until you return and open Entourage. You will then be prompted to turn off your Out of Office Rule. Also, you can manually go in to **Tools - Out of Office...** to reverse the procedure.

This Rule will only send a reply once to each sender while it is turned on. If a sender sends a second email they will not get a second reply.

**Note:** this configuration only sends the Out of Office replies to others within the University. If you want to make sure it goes to email senders from outside of the University, then you need to see the **Out of Office and external emails** below.

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**Setting start and end dates for the Rule**

You can set a start date and time and an end date and time for the Rule, instead of just turning it on.

- Check the **I am out of the office between:** option, and specify dates and times.
Out of Office and external emails

The Out of Office Rule does not send replies to addresses external to the University - one reason being that you are not replying to spam. You can configure the Rule to override this.

- Check the **Send replies outside my company to:** option, and specify whether you want to restrict this Rule to just those in your **Address book contacts only** or whether replies go to **Anyone outside my company**.

You can write a new message or just copy and paste from the first message. You must type a message for the Rule to work. This Rule will only send a reply once to each sender while it is turned on. If a sender sends a second email they will not get a second reply.