

OUTLOOK EXPRESS

To create an “out of office” auto reply:

- Create a folder in My Documents called Email Templates
- Open Outlook Express
- Create a New Message to no-one
- Write your out of office message
- File save as – save in the folder you created in step 1
- Close the message.
- Tools – Message Rules – Mail - New
- Choose an option from the section 1
- Usually the last option (For all messages) will be appropriate
- Choose “Reply with Message” from section 2
- Click the underlined message in section 3
- Choose the message you need
- Give the rule a name
- Click OK

Don't forget to cancel the rule when you get back!