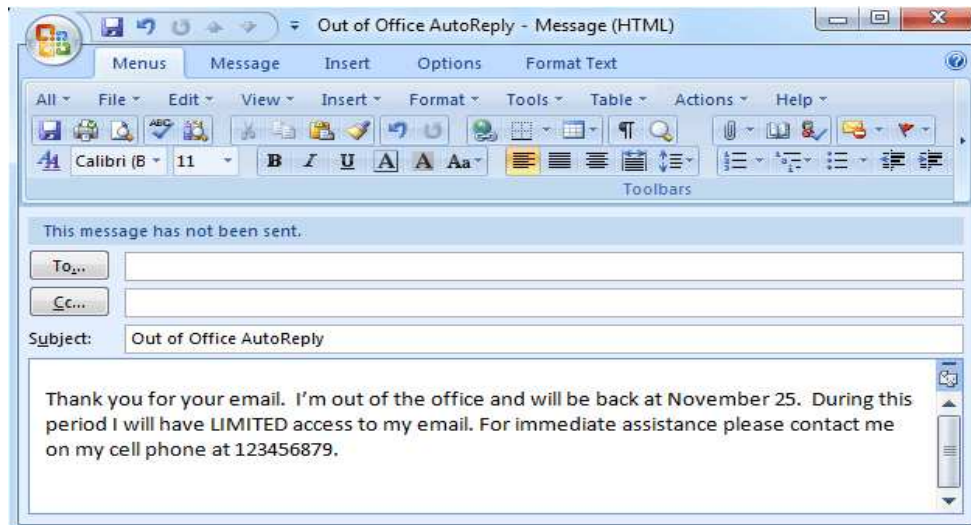


How to Set Out of Office (Auto Reply) in Outlook 2003, 2007, 2010, 2013

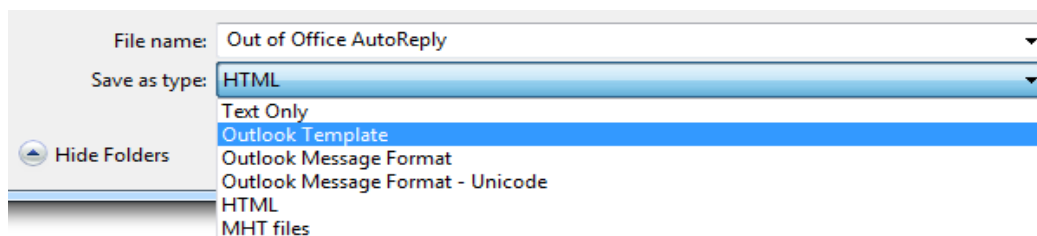
Step 1: Create a new mail message. You should type some text in this mail, for example:



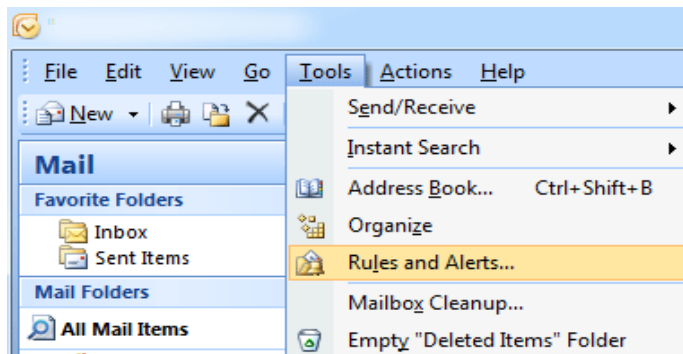
Step 2: Click File > Save As to save the message as Outlook Template.



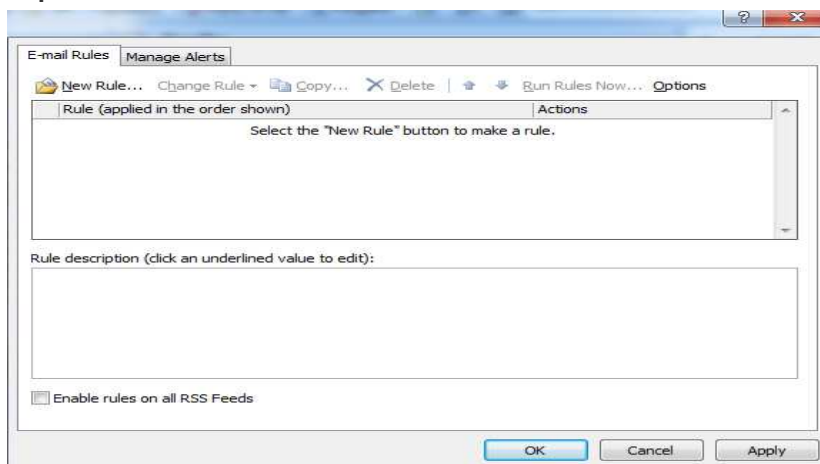
Step 3: Select "Outlook Template", click Save button.



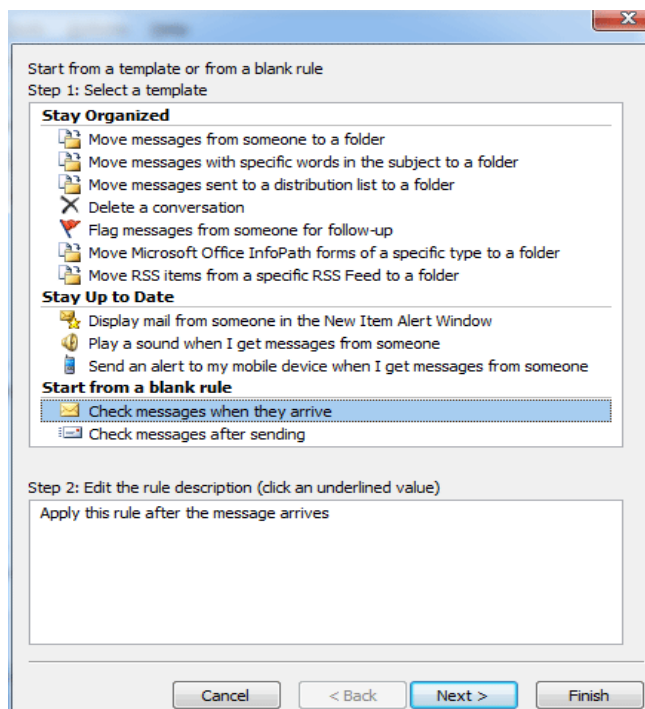
Step 4: Close the mail message and Click Tools > Rules and Alerts.



Step 5: Click New Rule.



Step 6: Select Check messages when they arrive and click Next button.



Step 7: Check where my name is in the To box and click Next button.

Which condition(s) do you want to check?

Step 1: Select condition(s)

- ☐ from [people or distribution list](#)
- ☐ with [specific words](#) in the subject
- ☐ through the [specified](#) account
- ☐ sent only to me
- ☒ [where my name is in the To box](#)
- ☐ marked as [importance](#)
- ☐ marked as [sensitivity](#)
- ☐ flagged for [action](#)
- ☐ where my name is in the Cc box
- ☐ where my name is in the To or Cc box
- ☐ where my name is not in the To box
- ☐ sent to [people or distribution list](#)
- ☐ with [specific words](#) in the body
- ☐ with [specific words](#) in the subject or body
- ☐ with [specific words](#) in the message header
- ☐ with [specific words](#) in the recipient's address
- ☐ with [specific words](#) in the sender's address
- ☐ assigned to [category](#) category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
where my name is in the To box

Cancel < Back Next > Finish

Step 8: Check reply using a specific template.

And then click the label "a specific template" under "Step 2" to select template.

What do you want to do with the message?

Step 1: Select action(s)

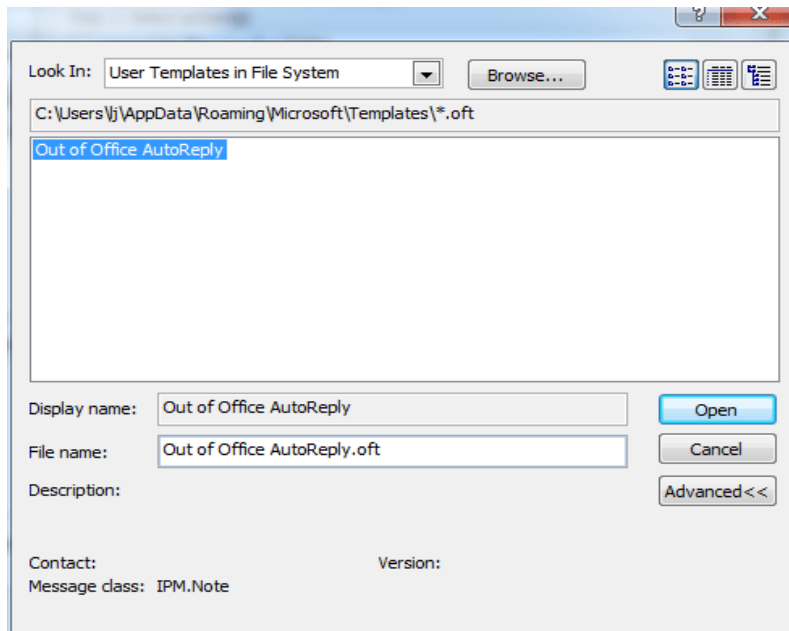
- ☐ move it to the [specified](#) folder
- ☐ assign it to the [category](#) category
- ☐ delete it
- ☐ permanently delete it
- ☐ move a copy to the [specified](#) folder
- ☐ forward it to [people or distribution list](#)
- ☐ forward it to [people or distribution list](#) as an attachment
- ☒ [reply using a specific template](#)
- ☐ flag message for [follow up at this time](#)
- ☐ clear the Message Flag
- ☐ clear message's categories
- ☐ mark it as [importance](#)
- ☐ print it
- ☐ play [a sound](#)
- ☐ start [application](#)
- ☐ mark it as read
- ☐ run [a script](#)
- ☐ stop processing more rules

Step 2: Edit the rule description (click an underlined value)

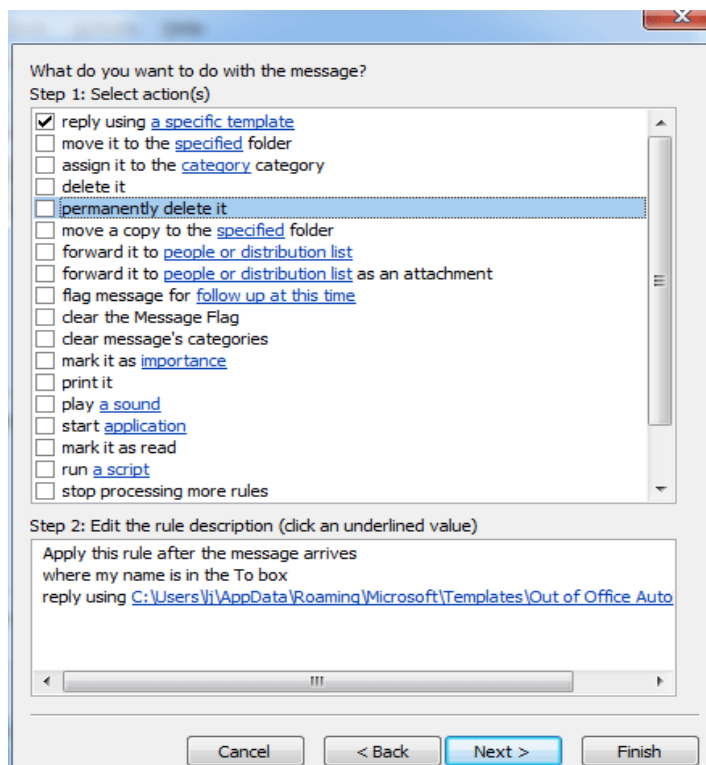
Apply this rule after the message arrives
where my name is in the To box
reply using: [a specific template](#)

Cancel < Back Next > Finish

Step 9: Select "User Templates in File System" on the right of "Look In", the template "Out of Office AutoReply" which you saved will be here. Select it and click Open button.



Step 10: Click Next button.



Step 11: Check except if it is an Out of Office message. Click Next button.

Are there any exceptions?

Step 1: Select exception(s) (if necessary)

- ☐ except if the body contains [specific words](#)
- ☐ except if the subject or body contains [specific words](#)
- ☐ except if the message header contains [specific words](#)
- ☐ except with [specific words](#) in the recipient's address
- ☐ except with [specific words](#) in the sender's address
- ☐ except if assigned to [category](#) category
- ☐ except if assigned to any category
- ☒ except if it is an Out of Office message
- ☐ except if it has an attachment
- ☐ except with a size [in a specific range](#)
- ☐ except if received [in a specific date span](#)
- ☐ except if it uses the [form name](#) form
- ☐ except with [selected properties](#) of documents or forms
- ☐ except if sender is in [specified](#) Address Book
- ☐ except if it is a meeting invitation or update
- ☐ except if it is from RSS Feeds with [specified text](#) in the title
- ☐ except if from any RSS Feed
- ☐ except if it is of the [specific](#) form type

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
where my name is in the To box
reply using: [C:\Users\h\AppData\Roaming\Microsoft\Templates\Out of Office Auto](#)
except if it is an Out of Office message

Cancel < Back Next > Finish

**Step 12: Type "Out of Office" in the edit box to regard it as rule name.
Click Finish button. it is OK now.**

Finish rule setup.

Step 1: Specify a name for this rule

Out of Office

Step 2: Setup rule options

- ☐ Run this rule now on messages already in "Drafts"
- ☒ Turn on this rule
- ☐ Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives
where my name is in the To box
reply using: [C:\Users\h\AppData\Roaming\Microsoft\Templates\Out of Office Auto](#)
except if it is an Out of Office message

Cancel < Back Next > Finish