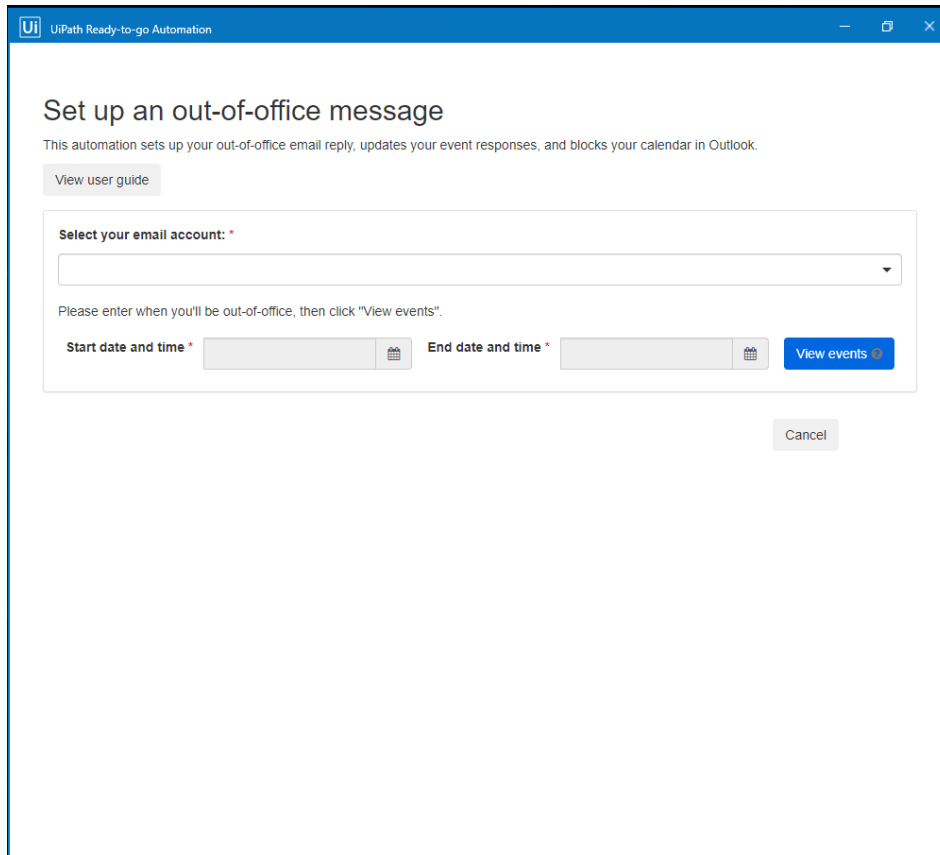


Automation User Guide

Set up an out-of-office message

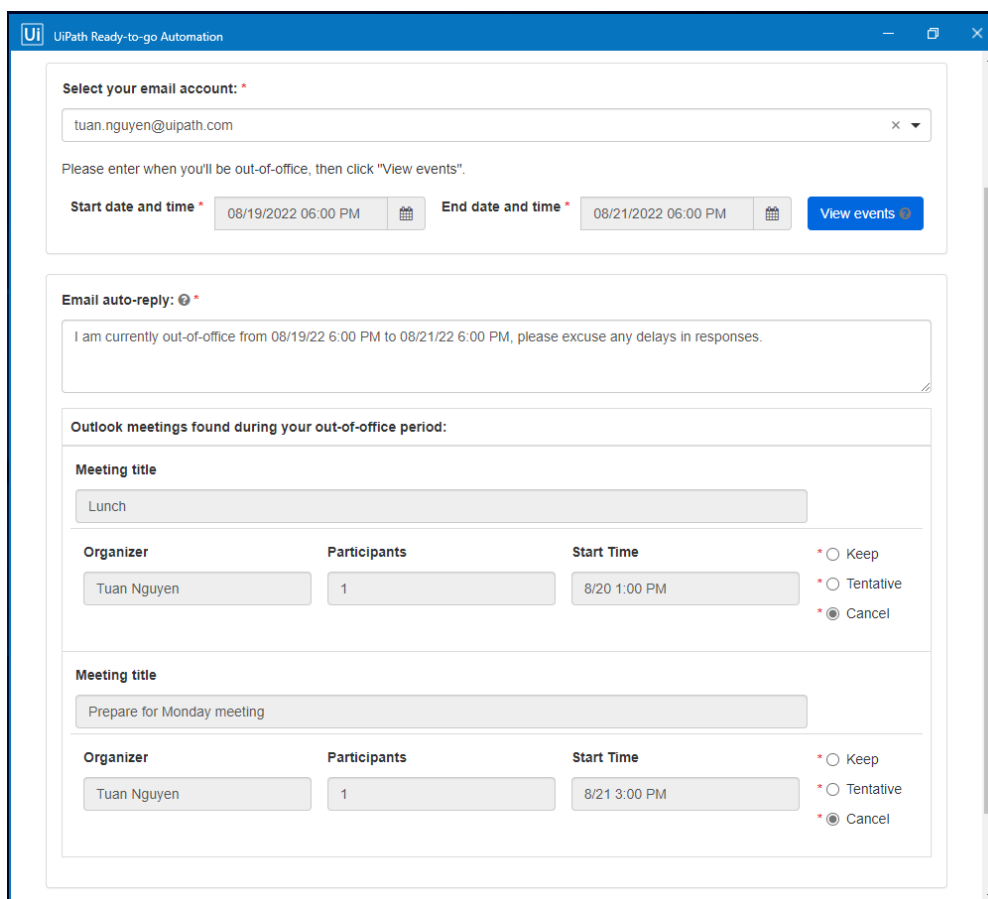
Quick User Guide



Form options	Type	Description	Example
Select your email account	Dropdown	Select the desired email account to use	attended@uipath.com
Start date and time	Date time	The start of your out-of-office period	8/19/22 4:00 PM
End date and time	Date time	The end of your out-of-office period	8/21/22 6:00PM

<p>Set up an out-of-office message</p> <p>Parameters History</p> <p>This automation sets up your out-of-office email reply, updates your event responses, and blocks your calendar in Outlook.</p> <p>Customize</p> <p><input type="checkbox"/> Hide_Messages</p> <p><input type="checkbox"/> Hide_Results</p>	<p>You can set the following options from the Assistant</p> <ul style="list-style-type: none"> • Hide_Messages hides the status window • Hide_Results hides the results form
--	--

Quick User Guide



UiPath Ready-to-go Automation

Select your email account: *

tuan.nguyen@uipath.com

Please enter when you'll be out-of-office, then click "View events".

Start date and time * 08/19/2022 06:00 PM End date and time * 08/21/2022 06:00 PM View events

Email auto-reply: *

I am currently out-of-office from 08/19/22 6:00 PM to 08/21/22 6:00 PM, please excuse any delays in responses.

Outlook meetings found during your out-of-office period:

Meeting title

Lunch

Organizer Participants Start Time

Tuan Nguyen 1 8/20 1:00 PM

☐ Keep ☐ Tentative ☒ Cancel

Meeting title

Prepare for Monday meeting

Organizer Participants Start Time

Tuan Nguyen 1 8/21 3:00 PM

☐ Keep ☐ Tentative ☒ Cancel

Form options	Type	Description	Example
Email auto-reply	Text Field	Your designated out-of-office email autoreply	N/A
Meeting title	Text Field	Title of the event	Lunch
Organizer	Text Field	Organizer of the event	N/A
Participants	Text Field	Number of event participants	2
Start Time	Text Field	Start time of the event	8/21 1:00 PM
Selection	Radio Button	What to update your event response with	Cancel

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Introduction

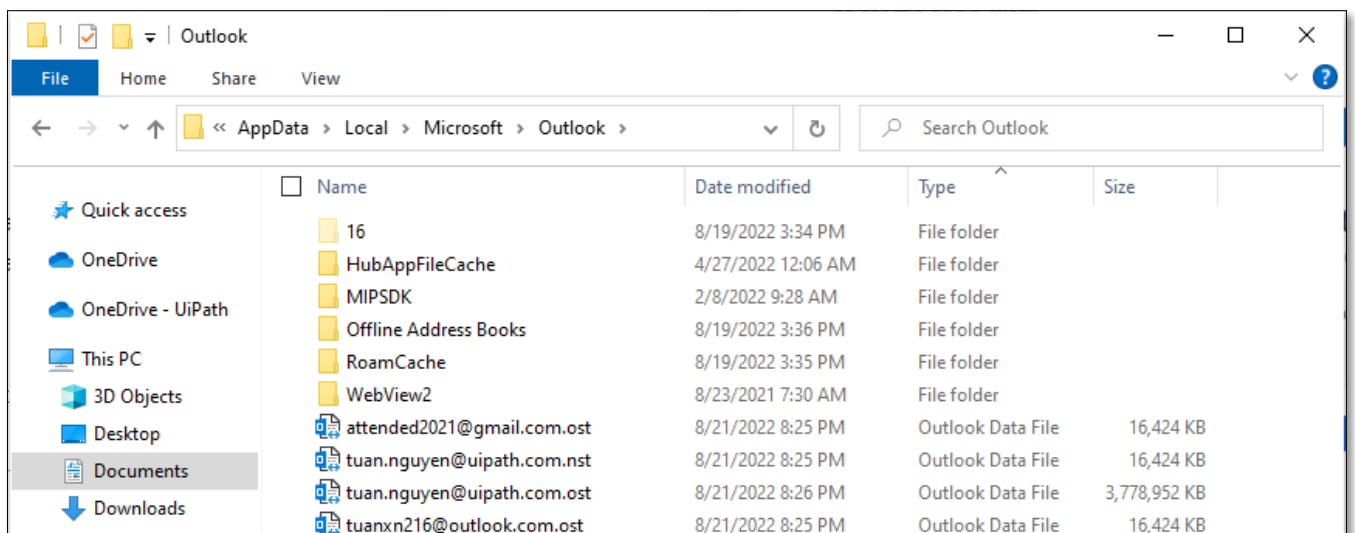
This document outlines the information related to the automation. It contains the automation description and the related technical specifications. It also describes the setup and configuration process.

Overview

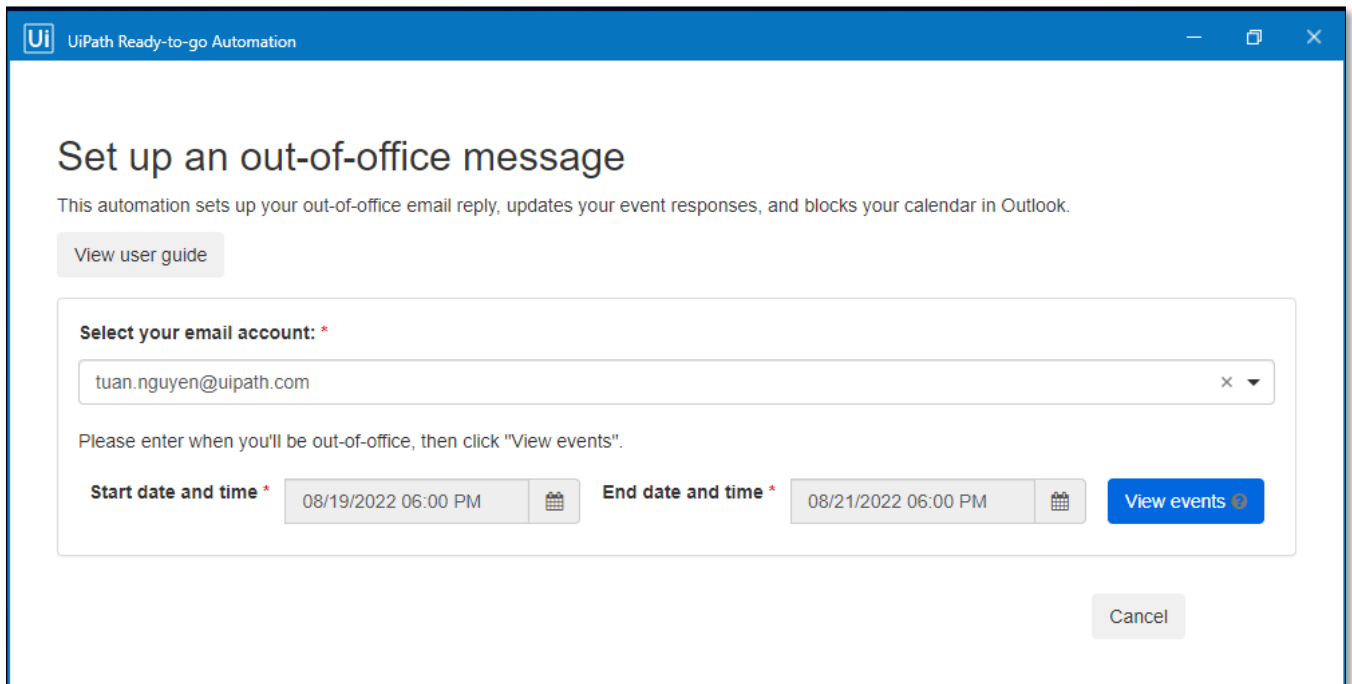
This automation allows you to set your Outlook out-of-office calendar block, update your event responses during your out-of-office period, and set up your email auto reply. Once your events are pulled into the automation, it will allow you to update your responses to those events (e.g., Accept, Tentative, or Decline).

Please note that you need Microsoft Office 365 and the Outlook desktop application for this automation to execute correctly.

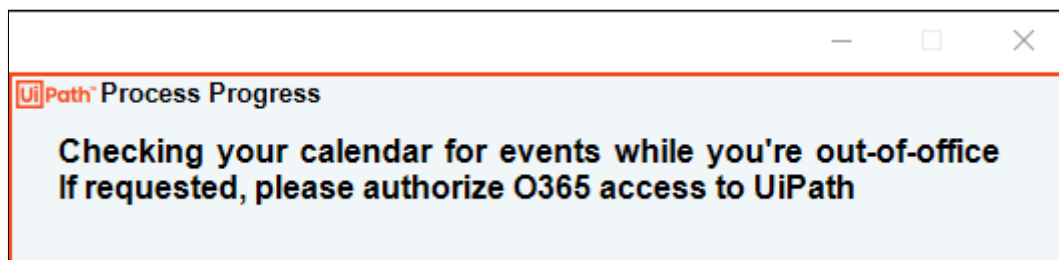
When the automation begins, it will attempt to find your available Outlook email accounts from your AppData>Local>Microsoft>Outlook folder. Within this folder are several files ending in “ost”. These are recognized as the available email accounts to choose from in Outlook.



Next the automation will display the input form where you can select an available email account from the dropdown and provide the dates/times of your out-of-office period. Once you're ready, click "View events".

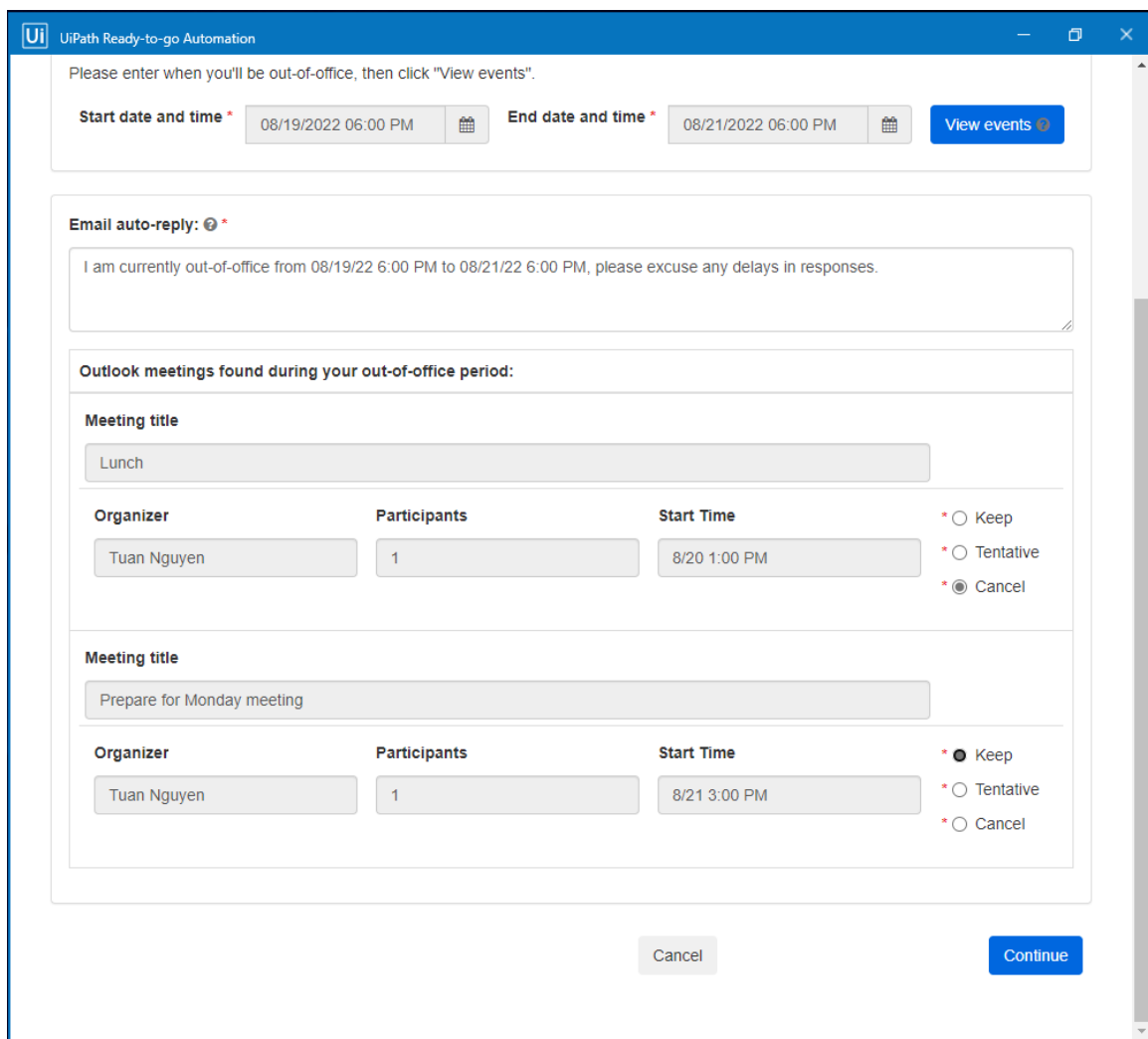
A screenshot of the "UiPath Ready-to-go Automation" window. The title bar is blue with the UiPath logo and text. The main content area has a white background with the heading "Set up an out-of-office message". Below the heading is a sub-header: "This automation sets up your out-of-office email reply, updates your event responses, and blocks your calendar in Outlook." There is a "View user guide" button. A form section titled "Select your email account: *" contains a dropdown menu with "tuan.nguyen@uipath.com" selected. Below this is a instruction: "Please enter when you'll be out-of-office, then click 'View events'." The form has two date and time fields: "Start date and time *" with "08/19/2022 06:00 PM" and "End date and time *" with "08/21/2022 06:00 PM". Both fields have calendar icons. To the right of the end date is a blue "View events" button with a globe icon. At the bottom right is a "Cancel" button.

The automation will search your Outlook calendar for events during your designated out-of-office period. Check to see if an authentication screen has opened in your Google Chrome browser or other browser asking to authorize UiPath access to Microsoft O365. If prompted to do so, please grant O365 access to UiPath so it can access your calendar.



Next the automation will populate the form with a predefined email autoreply and the events during your out-of-office period. You can modify the email autoreply to whatever you'd like it to say. On the right-hand side of each event, you can set what you'd like to update your event response with. The options are:

- Keep – keeps the event on your calendar and sets the response as “Accepted”
- Tentative – keeps the event on your calendar and sets the response as “Tentative”
- Cancel – removes the event from your calendar and sets the response as “Declined”



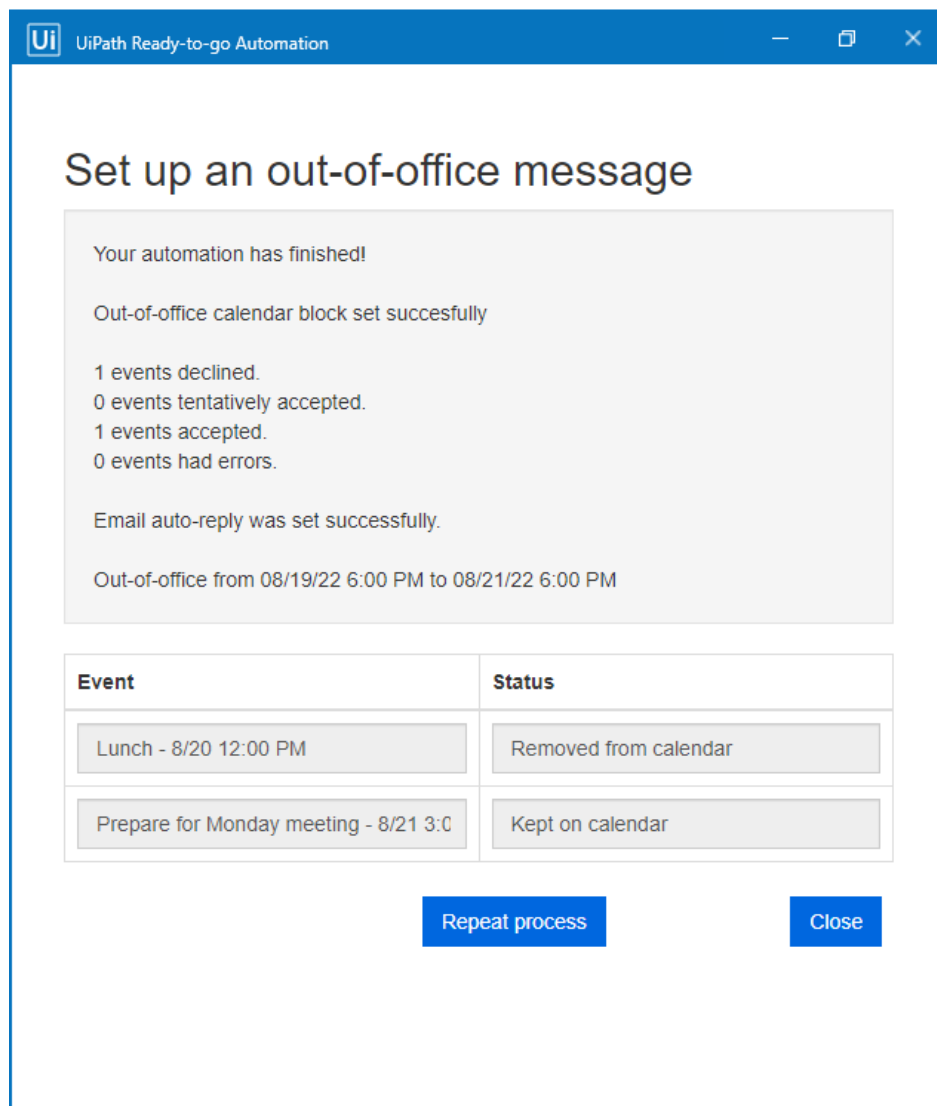
The screenshot shows the 'UiPath Ready-to-go Automation' window. At the top, it prompts the user to enter their out-of-office dates and times. The 'Start date and time' is set to 08/19/2022 06:00 PM and the 'End date and time' is set to 08/21/2022 06:00 PM. A 'View events' button is visible. Below this, the 'Email auto-reply' section contains a text box with the message: 'I am currently out-of-office from 08/19/22 6:00 PM to 08/21/22 6:00 PM, please excuse any delays in responses.' The 'Outlook meetings found during your out-of-office period:' section lists two meetings. The first meeting is titled 'Lunch', organized by 'Tuan Nguyen', with 1 participant, starting at 8/20 1:00 PM. The second meeting is titled 'Prepare for Monday meeting', also organized by 'Tuan Nguyen' with 1 participant, starting at 8/21 3:00 PM. For each meeting, there are radio button options for 'Keep', 'Tentative', and 'Cancel'. In the first meeting, 'Cancel' is selected. In the second meeting, 'Keep' is selected. At the bottom of the window, there are 'Cancel' and 'Continue' buttons.

Once you're ready, click “Continue”. The automation will create the out-of-office calendar block in Outlook, update each event with your response, and attempt to set your out-of-office email autoreply. The email autoreply must be set using UI automation in Outlook's desktop application.

Finally, the automation will display a message with the results of the run, including:

- The number of responses per response type
- Whether your email auto reply was successfully set
- A summary of each event and the updated response

From this menu, you can repeat the process or end the automation.



Use Cases

- Review all upcoming meetings
- Retain important meetings or appointments
- Ensure you've properly set up your out-of-office calendar blocks and email responses

Requirements, Prerequisites, & Security

System Requirements

Hardware	Minimum	Recommended
CPU	2 x 1.8GHz 32-bit (x86)	4 x 2.4GHz 64-bit (x64)
RAM	4 GB	8 GB

Prerequisites

Software	Specifications
Operating System	Windows 10
UiPath Assistant	Desktop app for automation
Microsoft Outlook	Desktop application
Microsoft Office 365	Office 365

Security Measures

No such security measures to be considered.

Getting Started

Bot Files

SetUpAnOutOfOfficeMessage.2.0.0.nupkg – Project Package to be moved to UiPath Packages folder and then installed from UiPath Assistant.

Installation Hierarchy

NuGet Package downloaded from UiPath Marketplace must be placed under UiPath – Packages folder.

Reports

No reports are generated.

Logs

No audit logs.

Support & FAQs

Support

Email: marketplacesupport@uipath.com

Link: <https://marketplace.uipath.com/contact-us>

Support on Demand option is available only to UiPath Enterprise customers. To access this type of support, you need to have an active UiPath license. For more details, please check this article: <https://docs.uipath.com/marketplace/docs/support-on-demand>.

Note: Marketplace Support On Demand doesn't include any response or resolution SLA. However, we will do our best to get back to you within two business days. If you like to open a ticket, please use the support link.

FAQs

For questions about UiPath Assistant, See [UiPath Assistant Docs](#).

Appendix A: Revision History

No.	Version Number	Date of Change	Notes
1.	Version 1.0.10	11/05/2021	Release Version
2.	Version 2.0.0	08/21/2022	Attended Framework 2.0 update

Appendix B: References

No.	Topic	Link
1.	The UiPath Robot Guide	Click here