

Set Out of Office Assistant On

1. Make sure you are in your Inbox.
2. Click on Tools.
3. Select Out of Office Assistant.
4. Click the button beside "I am currently out of the office"
5. Complete the text you want sent. This will go to the recipient only once.
6. Click Ok.

Note: Outlook 2003 will prompt you to turn Out of Office Assistant off then next time you open it.