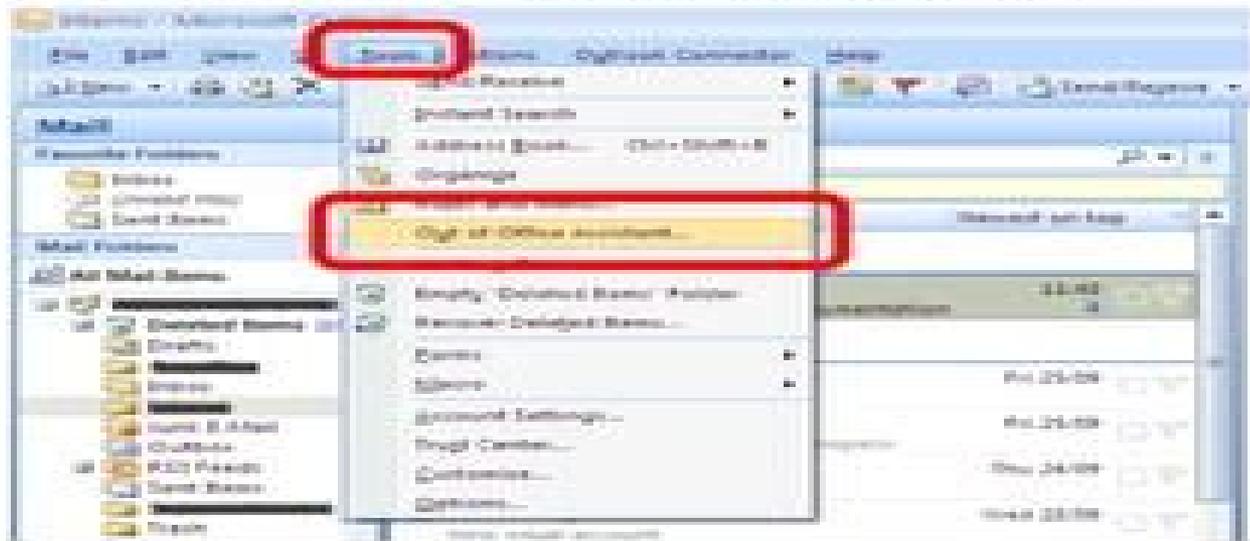


## In Outlook

### Turning on OOA (Out of Office Assistant)

To use this facility, you will first need to turn Microsoft's "Out of Office" from Outlook. You can do this when you are in Outlook by clicking on "Tools" and then "Out of Office Assistant".



This should bring up the OOA window. On this window, you will need to click on the "Send Out of Office auto-replies" radio button to check it and turn on OOA.

You can also enter the dates and times you will be out of the office so that the OOA auto-reply will only send the message during the times you have entered. If you leave the time and date box unchecked, OOA will turn on and automatically reply to every mail sent to you immediately as soon as you click "OK".

# Microsoft Outlook 2007 User Guide

**Beezix, Inc Staff**



## **Microsoft Outlook 2007 User Guide:**

**Outlook 2007 on Your Side User Manual** E. N. I. Editions, ENI Publishing, France, 2008-02-04 This practical guide presents all the features of the Microsoft Outlook 2007 e mail application After becoming familiar with the application s working environment you will then learn how to send and receive all types of messages and personalise your mail box message format signatures junk e mail filters etc The third section teaches you how to use the Calendar for managing your appointments meetings and events You will then learn about all the other folders in Outlook contacts tasks notes and the journal The last section teaches you how to use the all the features you will need for managing the different items that can be created with Outlook

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