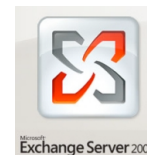


ITD Fact File:

Outlook- Setting Vacation Message (Exchange)



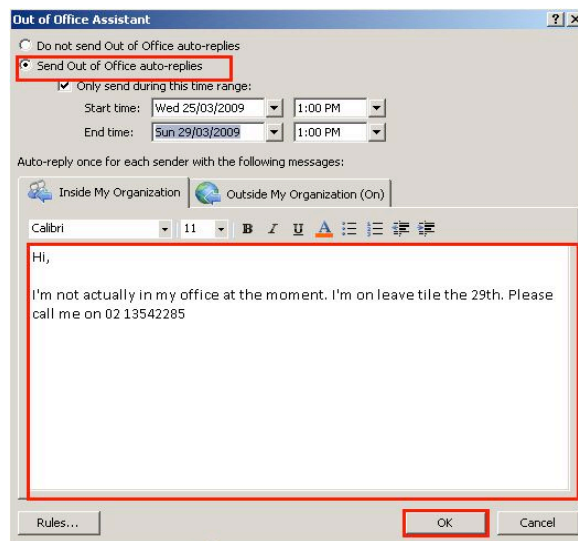
Information Technology Directorate – UNE Microsoft Exchange Project

Office Assistant

Note: Please **do not** use the vacation message function within UNE Webmail anymore, as it will break your Exchange account. Instead, use the Out of Office Assistant within Outlook:

Go to the top action bar; select ‘Tools’ and go down to ‘Out of Office Assistant’.

Select whether you want to enable or disable this feature. If enabled, write a message that will be sent to others either ‘Inside My Organization’ (in this case user on Exchange) or ‘Outside My Organization’ (Which is anyone else).



Setting Rules to Sort Your Email

Click ‘Add Rule...’ to set a new rule on your incoming mail.

Add conditions that apply to your incoming messages – ‘From...’, ‘Sent To...’, ‘Subject’, ‘Message Body’ etc. You can also set actions as to what to do with the conditions – ‘Alert with’, ‘Delete’, ‘Move to’ etc. This allows specific emails to be moved to a particular folder with ‘Out of Office Assistant’ rather than piling up into the inbox.

