Creating an Automatic Reply in Outlook 2010
CREATING AN AUTOMATIC REPLY IN OUTLOOK 2010
You can set up Microsoft Outlook 2010 to automatically respond to people who send you an email message. This helps inform people that you aren’t in the office or that your response might be delayed. Automatic Replies can include details, such as alternate contact information.

Automatic replies can be sent to all incoming emails (Option 1) or only to incoming emails that fit a set of rules you create (Option 2).

OPTION 1 – AUTOMATIC REPLY TO ALL INCOMING EMAILS
1. Click the File tab.
2. Click Info.
3. Click Automatic Replies.
4. Select Send automatic replies. You can select the Only send during this time range check box to schedule when your out of office replies are active. If you don’t specify a start and end time, auto-replies are sent until you select the Do not send automatic replies check box.
5. On the Inside My Organization tab, type the response that you want to send to members of University staff while you are out of the office.
6. On the **Outside My Organization** tab, select the **Auto-reply to people outside my organization** check box, and then type the response that you want to send while you are out of the office. Select whether you want replies sent to **My contacts only** or to **Anyone outside my organization** who sends you messages.

7. Click **OK**

**OPTION 2 – AUTOMATIC REPLIES TO EMAILS USING RULES**

A rule is an action that Microsoft Outlook takes automatically on an arriving or sent message that meets the conditions that you specify in the rule. You can choose many conditions and actions by using the Rules Wizard. Rules don’t operate on messages that have been read, only on those that are unread.

Using the following rule, automatic replies will only be sent to messages if:

- they are address directly to you (ie. in the **To** field, not **CC** or **BC**)
- they are delivered between the dates specified
- they are received from within the University domain ‘@newcastle.edu.au’
  (You can add other names domains if you like such as '@uon.edu.au')

1. Click the **File** tab.
2. Click **Info**.
3. Click **Manage Rules & Alerts**.
4. In the **Rules and Alerts** dialog box, on the **E-mail Rules** tab, click **New Rule**.

5. Under **Start from a blank rule**, click either **Apply rule on messages I receive**.

6. Click **Next**.

7. Select the condition **where my name is in the To box**.

8. Click **Next**.
9. In the same list of conditions, scroll down and select **with specific words in the sender’s address**.

10. In the bottom pane of the same window, click the link **specific words** and enter the text **@newcastle.edu.au**.

   Click the **Add** button to add additional specific words. For example, if you would like to auto reply to emails from University of Newcastle students, enter the text **@uon.edu.au**.

11. Click **OK**.

12. In the same list of conditions, scroll and select **received in a specific date span**.

13. In the bottom pane, click in a **specific date span** and set **After** and **Before** dates.

14. Click **OK**.

15. Click **Next**.
16. Select the action **have server reply using a specific message**.

17. Click the **specific message** link and type your reply.

18. Click **Save & Close**.

**Note:** Do not use **reply using a specific template**, as this rule will only work while your Outlook is open.

19. Click **Next**. Skip the **Are there any exceptions?** box and click **Next** again.

20. Type in a name for your rule, and click **Finish**.

To turn Automatic Replies rules on or off, in the **Automatic Reply Rules** dialog box, select or clear the check box of the rule that you want to turn on or off.

For more information about managing email messages by using rules, visit the Outlook Help website.