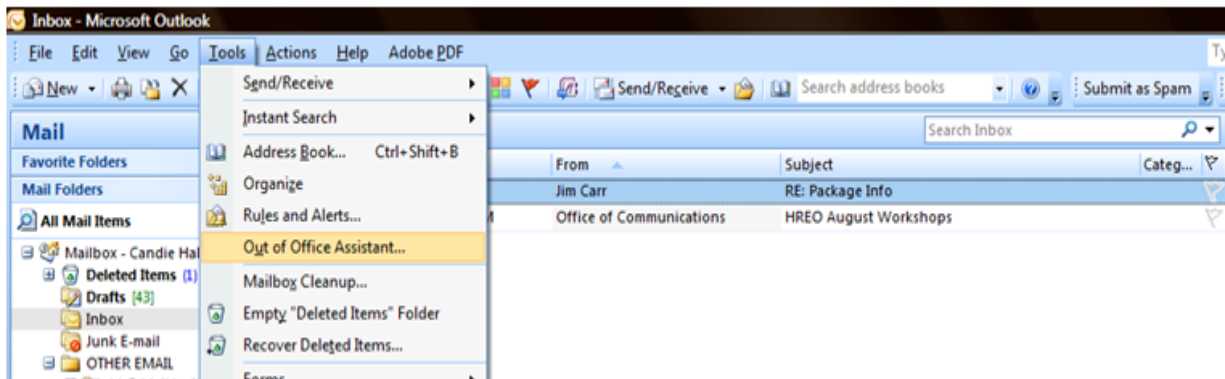


HOW TO USE OUTLOOK'S OUT OF OFFICE ASSISTANT

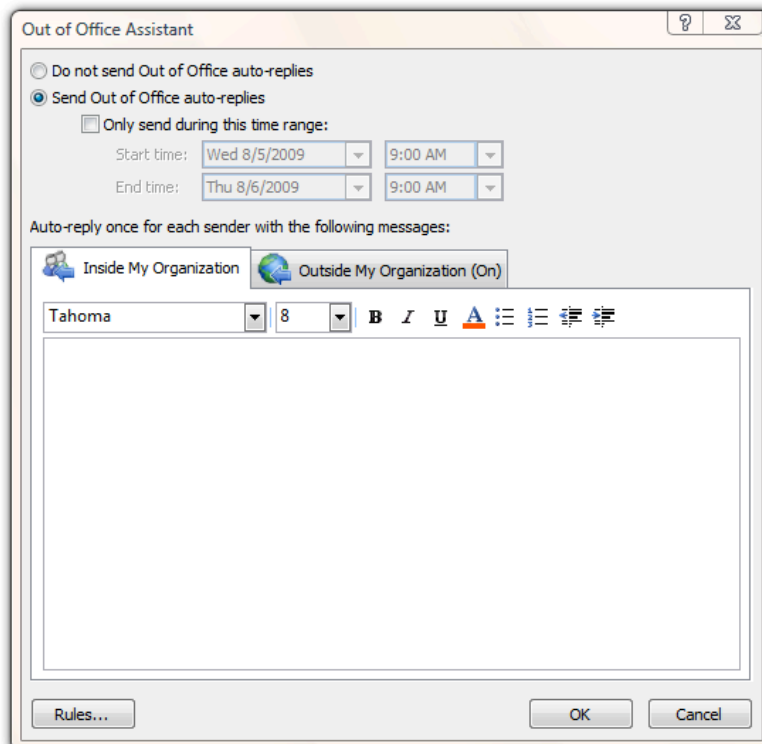
For days when you are out of the office, would you like to have an automatic response sent every time someone sends you an e-mail? With Outlook, you can tell anyone who e-mails you exactly when you will return. You can set your Out of Office Assistant from your on-campus computer, or through copilot (<https://copilot.csusm.edu>) for an off-campus computer.

First, here's how to use Out of Office Assistant from your computer on-campus.

Open Microsoft Outlook. From the menu item **Tools**, choose **Out of Office Assistant**.



This will open up the Out of Office Assistant box. To set up your Out of Office message, choose the radio button for **Send Out of Office auto-replies**. In the square button below that option, you have the option of designating a specific start/stop time for the auto-replies to be sent. (If you don't choose this option, the auto-replies will be sent until you manually come back to the Out of Office Assistant and choose the radio button for **Do not send Out of Office auto-replies**).

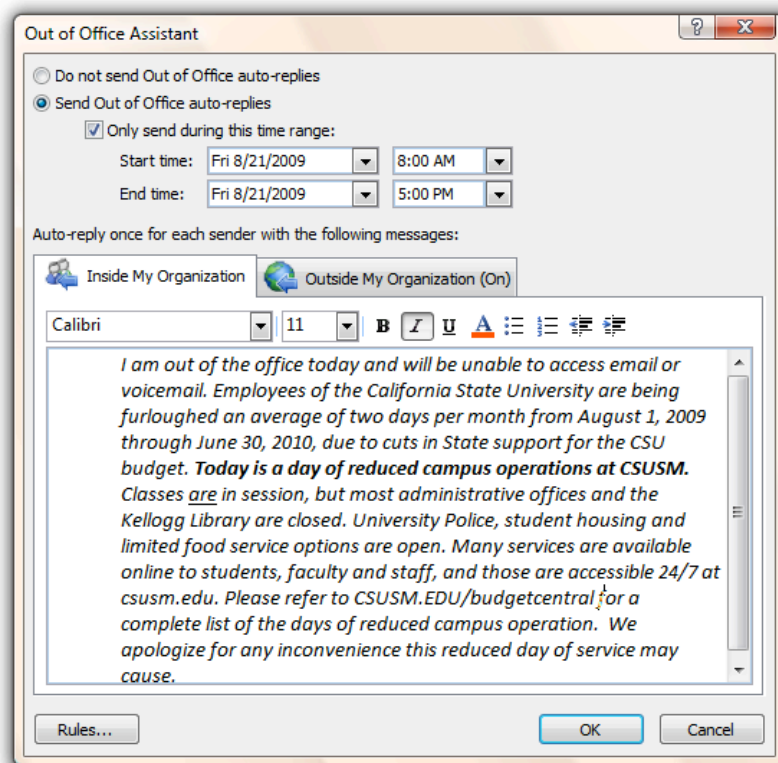


If you've chosen to send auto-replies for a specific time range, enter the appropriate dates and times in the **Start Time** and **End Time** boxes.

Skip down to the large box at and enter your auto-reply message. The Office of Communications has an Out of Office notice that you can cut and paste into the box. The message is as follows:

*I am out of the office today and will be unable to access email or voicemail. Employees of the California State University are being furloughed an average of two days per month from August 1, 2009 through June 30, 2010, due to cuts in State support for the CSU budget. **Today is a day of reduced campus operation at CSUSM.** Classes are in session, but most administrative offices and the Kellogg Library are closed. University Police, student housing and limited food service options are open. Many services are available online to students, faculty and staff, and those are accessible 24/7 at csusm.edu. Please refer to CSUSM.EDU/budgetcentral for a complete list of the days of reduced campus operation. We apologize for any inconvenience this reduced day of service may cause.*

(To cut and paste this message, triple-click on the paragraph to highlight the text. Right-click and choose "Copy," then put your cursor in the Out of Office Assistant box and right-click and choose "Paste.")



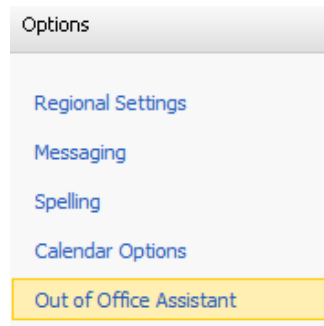
Once you have pasted the message in the box, you can choose who will receive your auto-reply. Above the text box are two tabs – one for **Inside My Organization** and one for **Outside my Organization**. You can choose to have your auto-reply sent only to individuals with an "@csusm.edu" address, only to individuals who do not have an "@csusm.edu" address (such as students, who have "@cougars.csusm.edu"), or both.

Click **OK** at the bottom of the Out of Office Assistant box, and your auto-replies will be sent at your specified times.

What if you are off-campus? You can set your Out of Office Assistant through copilot. To do so, first log into <https://copilot.csusm.edu>.

On the top, right-hand part of your screen you should see a button called **Options**. Click on that button.

After clicking **Options**, it opens up into a new page with a menu off to the left.



Choose **Out of Office Assistant** from the menu items on the left side of the page. This will open up the Out of Office Assistant box.

Create Out of Office messages here. You can either choose to send auto-replies to senders while you are out of the office or for a specific period of time.

Do not send Out of Office auto-replies
 Send Out of Office auto-replies

Send Out of Office auto-replies only during this time period:

Start time: Wed 8/5/2009 11:00 AM
End time: Thu 8/6/2009 11:00 AM

Send an auto-reply once to each sender inside my organization with the following message:

Times New Roman 12 B I U [List Bulleted] [List Numbered] [List None] [Link] [Text Color] [Background Color]

I am out of the office today and will be unable to access email or voicemail. Employees of the California State University are being furloughed an average of two days per month from August 1, 2009, through June 30, 2010, due to cuts in State support for the CSU budget. Today is a day of reduced campus operations at CSUSM. Classes are in session, but most administrative offices and the Kellogg Library are closed. University Police, student housing and limited food service options are open. Many services are available online to students, faculty and staff, and those are accessible 24/7 at csusm.edu. Please refer to CSUSM.EDU/budgetcentral for a complete list of the days of reduced campus operation. We apologize for any inconvenience this reduced day of service may cause.

Send Out of Office auto-replies to **External Senders**

Send Out of Office auto-replies only to senders in my Contacts list
 Send Out of Office auto-replies to anyone outside my organization

Send an auto-reply once to each sender outside my organization with the following message:

Times New Roman 12 B I U [List Bulleted] [List Numbered] [List None] [Link] [Text Color] [Background Color]

I am out of the office today and will be unable to access email or voicemail. Employees of the California State University are being furloughed an average of two days per month from August 1, 2009, through June 30, 2010, due to cuts in State support for the CSU budget. Today is a day of reduced campus operations at CSUSM. Classes are in session, but most administrative offices and the Kellogg Library are closed. University Police, student housing and limited food service options are open. Many services are available online to students, faculty and staff, and those are accessible 24/7 at csusm.edu. Please refer to CSUSM.EDU/budgetcentral for a complete list of the days of reduced campus operation. We apologize for any inconvenience this reduced day of service may cause.

To set up your Out of Office message, choose the radio button for **Send Out of Office auto-replies**. In the square button below that option, you have the option of designating a specific start/stop time for the auto-replies to be sent. (If you don't choose this option, the auto-replies will be sent until you manually come back to the Out of Office Assistant and choose the radio button for **Do not send Out of Office** auto-replies).

If you've chosen to send auto-replies for a specific time range, enter the appropriate dates and times in the **Start Time** and **End Time** boxes.

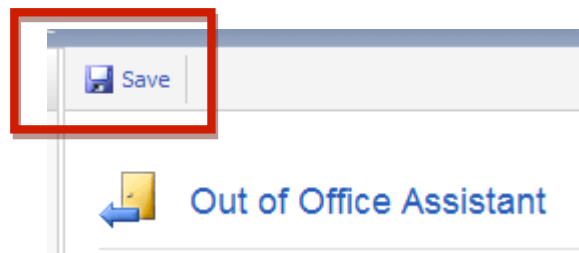
Skip down to the first large box at and enter your auto-reply message. The Office of Communications has an Out of Office notice that you can cut and paste into the box. The message is as follows:

*I am out of the office today and will be unable to access email or voicemail. Employees of the California State University are being furloughed an average of two days per month from August 1, 2009, through June 30, 2010, due to cuts in State support for the CSU budget. **Today is a day of reduced campus operation at CSUSM.** Classes are in session, but most administrative offices and the Kellogg Library are closed. University Police, student housing and limited food service options are open. Many services are available online to students, faculty and staff, and those are accessible 24/7 at csusm.edu. Please refer to CSUSM.EDU/budgetcentral for a complete list of the days of reduced campus operation. We apologize for any inconvenience this reduced day of service may cause.*

(To cut and paste this message, triple-click on the paragraph above to highlight the text. Right-click and choose "Copy," and then put your cursor in the Out of Office Assistant box and right-click and choose "Paste.")

Once your message is in the box, you can choose to have a message sent to **External Senders** (those individuals who do have something other than a "@csusm.edu" address). Students, who have "@cougars.csusm.edu" as part of their email address, are considered external senders. There is an additional option for External Senders, and that is an option to send auto-replies only to senders in your Contacts list.

Once you've set your message and chosen your options, click **Save** at the top of the Out of Office Assistant page.



Please contact the Faculty/Staff Helpdesk at x4790 if you have any questions.