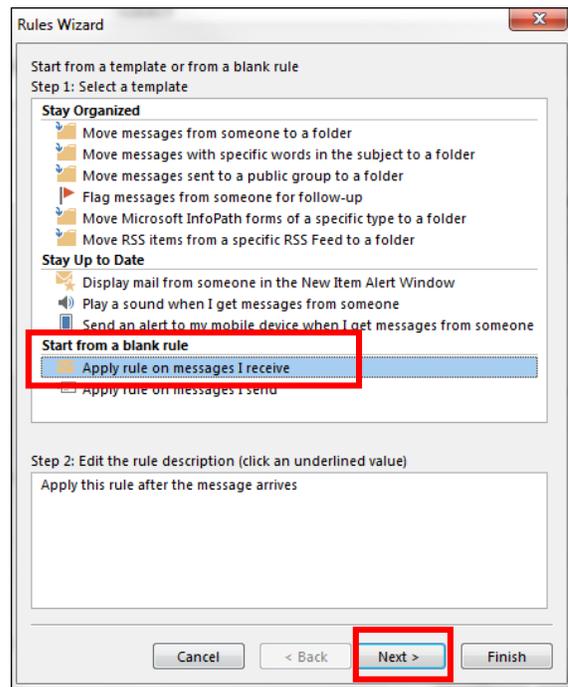
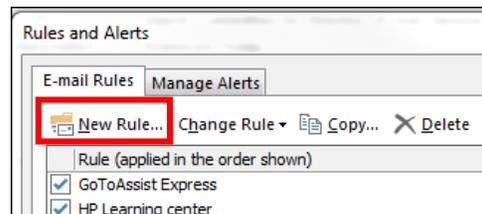


Microsoft Outlook 2013: Create a Rule to Automatically Reply to all new E-mail messages when they arrive.

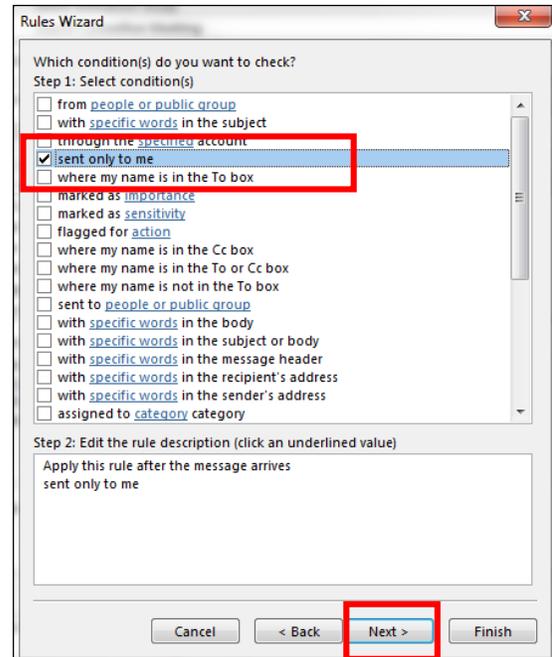
You can set up Microsoft Office Outlook to send an automatic response to all of the people who send you e-mail messages. This tutorial example is for a departmental email account, so that every email you receive will get an automatic reply.

1. Log onto the computer as the department email account. Click on the **Windows Orb** or **Start button**, under **Programs, Microsoft Office**, then **Microsoft Outlook**. Click the **Next** button 3 times as it configures **Outlook** on the computer. (You do not put any passwords in on any dialog boxes that appear.)
2. On the **Home** tab, in the **Move** grouping, under the **Rules** drop down arrow, click on **Manager Rules & Alerts**. The **Rules & Alerts** dialog box appears, click on **New Rule**.
3. The **Rules Wizard** dialog box appear, under **Start from a blank rule** select **Apply rule on messages I receive**.
Click the **Next** button.



4. Put a check in the **sent only to me** conditions.

Click the **Next** button.



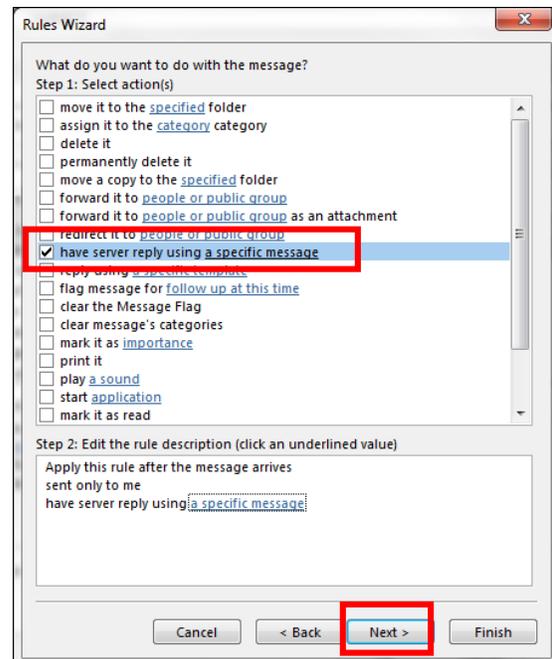
5. Put a check in the **have server reply using a specific message**.

Click on the **specific message** linked words under **Step 2**.

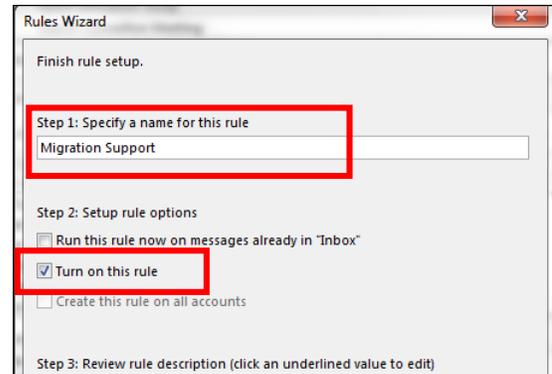
A new blank email message opens up. Type in a Subject any details you want to say for every email that arrives in this Inbox will receive the email you are typing now. Click the **Save & Close**

Examples: We have received your email and will reply to it soon.
Thanks for your email and please know that we will reply to it in a timely manner.

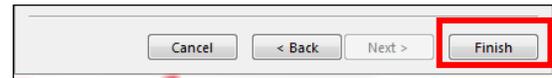
Click the **Next** button.



6. In the **Specify a name for this rule** and put a check in the **Turn on this rule**.



7. Click on **Finish** button.



No you can close Outlook and log off of the computer as your departmental email account.