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.)


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.