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.

- 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.)
- 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.



Rules Wizard
Start from a template or from a blank rule Step 1: Select a template
Stay Organized
Move messages from someone to a folder Move messages with specific words in the subject to a folder Move messages sent to a public group to a folder Figuressages from someone for follow-up Move Microsoft InfoPath forms of a specific type to a folder Move RSS items from a specific RSS Feed to a folder Stay Up to Date Move New Microsoft forms on the New Here Alert Window:
Display mail from someone in the New Item Alert Window Play a sound when I get messages from someone
Send an alert to my mobile device when I get messages from someone
Start from a blank rule
Apply rule on messages I receive
Apply rule on messages I seru
Step 2: Edit the rule description (click an underlined value)
Apply this rule after the message arrives
Cancel < Back Next > Finish

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.



Rules Wizard	×
What do you want to do with the message? Step 1: Select action(s)	
move it to the <u>specified</u> folder assign it to the <u>category</u> category delete it permanently delete it move a copy to the <u>specified</u> folder forward it to <u>people or public group</u> forward it to <u>people or public group</u> as an attachment	•
redirect it to people or public group redirect it to people or public group	E
reply only a cassific scruping. flag message for follow up at this time clear the Message Flag clear message's categories mark it as importance print it play a sound the casification	
mark it as read	-
Step 2: Edit the rule description (click an underlined value) Apply this rule after the message arrives sent only to me have server reply using[<u>a specific message</u>]	
Cancel < Back Next > F	finish

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

Rules Wizard
Finish rule setup.
Step 1: Specify a name for this rule
Migration Support
Step 2: Setup rule options Run this rule now on messages already in "Inbox" Turn on this rule Create this rule on all accounts
Step 3: Review rule description (click an underlined value to edit)
Cancel < Back Next > Finish

7. Click on **Finish** button.

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