

Auto Respond to E-Mail in Outlook 2003

If you are going to be out of the office or away on holidays you may want to have an automatic response sent to your incoming email messages. If you have a MS Exchange server this is easy as it is a menu option from the Tools Menu. This information is for the situation where you do NOT have exchange server and want to run an auto responder on a POP email account.



Before beginning Open Outlook and set Outlook as your email editor (not Word)
Tools → Options → Mail Format tab → **d**eselect Use Word to Edit ...

Step 1.

Create a reply message:

- Open Outlook and create a New email message
- Set the message type to Plain Text
- In the message body type your message
- From the File Menu choose Save As and change the save as type to Outlook Template
- Enter a template name for the file, click Save
- Close the message without sending or saving.



Step 2.

Create a message rule:

- From the Tools Menu select Rules & Alerts
- In the Rules & Alerts dialog box select New Rule (start from Blank Rule) → click Next
- Under conditions select “Sent Only to Me” → click Next
- In “What you want to do with the message” select “Reply using specific template”
- In edit the rule description click “Specific Template”
- In the Reply template dialog box, in the Look In Box click user templates in the file system
- Select your template and then click Open and Next (skip exceptions options) → click Next
- Specify a Name for the Rule, click Finish and you are done!



One more thing ...

You must leave your computer on & Outlook must be open and running!