

Vacation Auto-Response in Outlook Express 6.0

This procedure will cause Outlook Express to automatically send an e-mail response to all incoming e-mail addresses.

IMPORTANT NOTE: In order for this to work, your computer must be on at all times, Outlook Express must be running, and it must be set to auto-check your e-mail. This is not always practical when you will be gone for a long period of time. Please see the note from Microsoft at the end of this document. The other problem you might encounter is it will respond to all incoming e-mail. This means you may inadvertently respond to a “spammer” which tells them you have an active e-mail address.

Set up a Vacation Auto-Response in Outlook Express

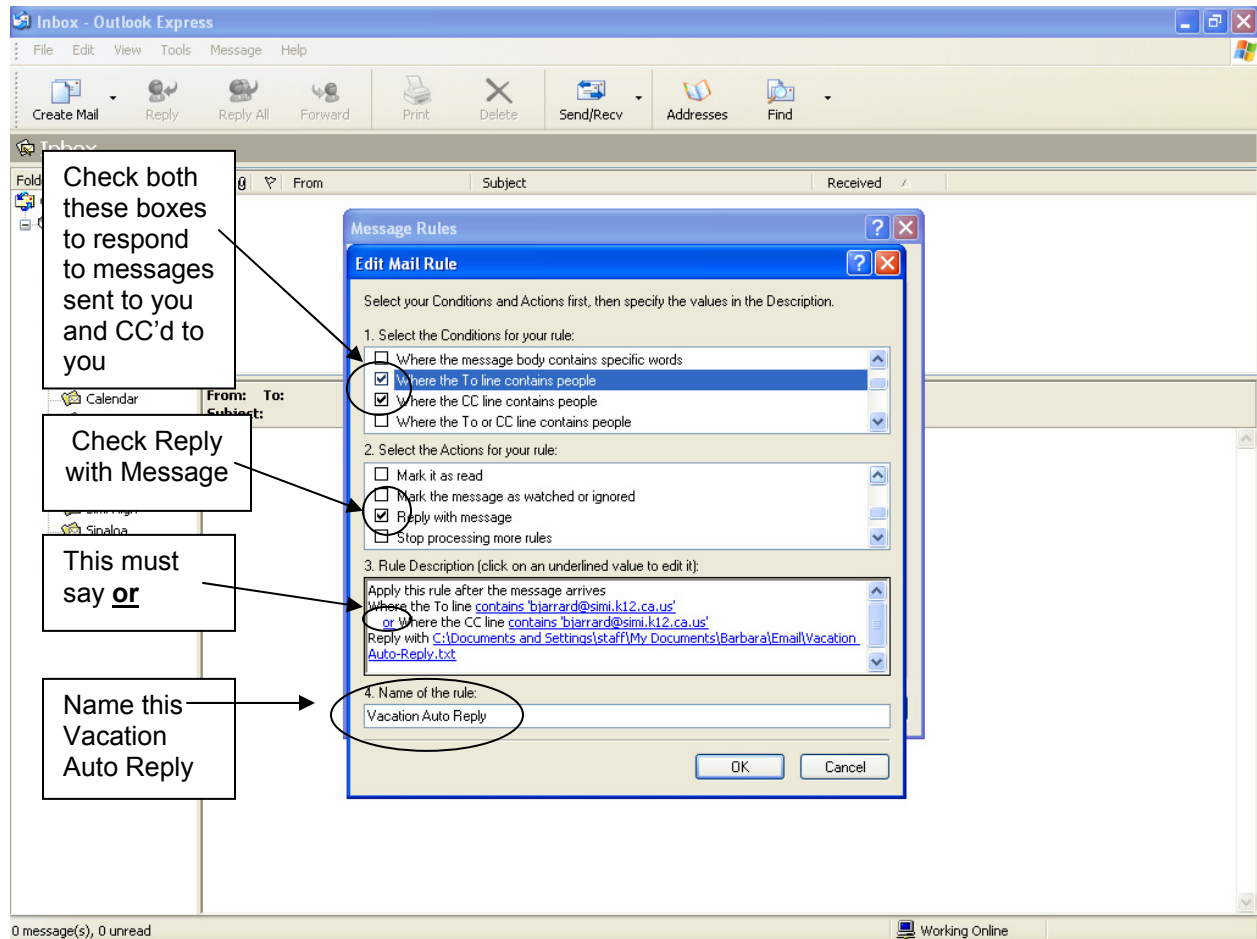
To create an automatic out of office message in Outlook Express:

- Open Notepad in Accessories.
- Type the message you want to appear in the body of your auto-response.
- Select File, Save.
- Name the file -- Vacation Auto Reply.txt and save in My Documents.
- Make sure Text Documents (*.txt) is selected under Save as type.
- Close Notepad.
- Open Outlook Express.
- Select **Tools, Message Rules, Mail...** from the menu.
- Go to the **Mail Rules** tab.
- Click New....
- Make sure **Where the To or CC line contains people** is checked under Select the Conditions for your rule. (Note: if you click on For All Messages it will reply to all emails that come in, including junk emails. Make sure it says To **OR** CC not **and**.)
- Under *Select the Actions for your rule:*, check **Reply with message**.
- Click on the **contains people** link under *Rule Description*.
- Type your email address.
- Click **Add**.
- If you have more than one address, repeat the previous two steps.
- Click **OK**.
- Now click the **message** link, also under *Rule Description*.
- Select **Text (*.txt)** from the *Files of type:* drop-down menu.
- Highlight the **Vacation Auto Reply.txt** file.
- Click **Open**.
- Under **Name of the rule:**, type something like "Vacation Auto-Reply" as well.
- Click **OK**.
- Click **OK** again.

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To turn off the out-of-office auto-responder without deleting the rule:

- Select **Tools, Message Rules, Mail...** from the menu
- Uncheck your "**Vacation Auto-Reply**" filter on the **Mail Rules** tab.
- Click **OK**.



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This is from Microsoft's web site:

How do I use an out-of-office message in Outlook Express?

This is possible using a message rule in Outlook Express, but you must first determine if it is the best solution. Because Outlook Express message rules exist only on the client computer and not on the mail server itself, Outlook Express must be running and must be configured to check for new messages periodically for message rules to come into action. If you want an out-of-office message to be sent when you go to lunch or a meeting, then a message rule will work perfectly well. If however you want your away message sent because you will be on a beach in the Bahamas for the next two weeks, a message rule doesn't make much sense. Do you really want to leave your computer on with Outlook Express running during that time? The only feasible solution is to implement an automatic message from the mail server, not from Outlook Express. Many Internet Service Providers (ISPs) offer this service as part of your basic Internet subscription, so contact your ISP and ask if and how you can set this up before you hit the beach.

<http://www.microsoft.com/windows/IE/community/columns/OEtopten.mspx>