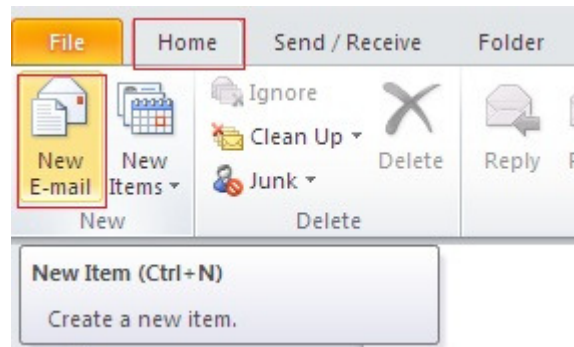


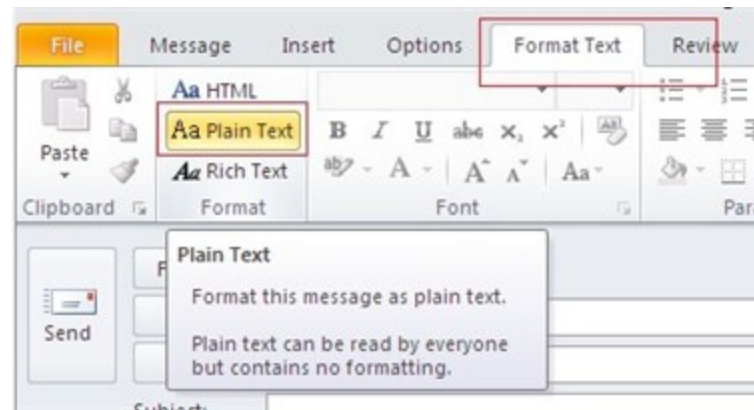
## Set Auto Reply Message in Outlook 2010

There are 2 steps required to have a custom Outlook auto-reply. First, create your custom template – or reply message. Second, create a rule which will define when Outlook will send the auto-reply message.

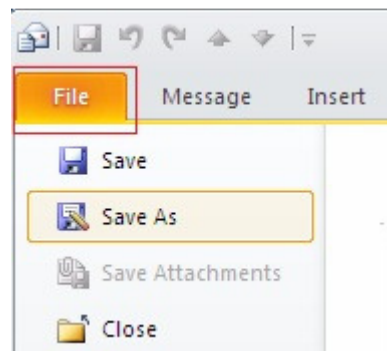
1. Open Outlook 2010 and create a template.
  - a. Click Home tab, under New, click New E-Mail.



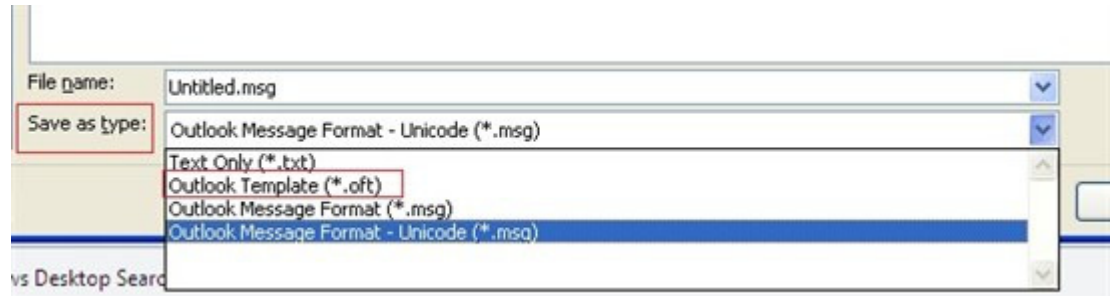
- b. Click the Format Text tab, click Plain Text.



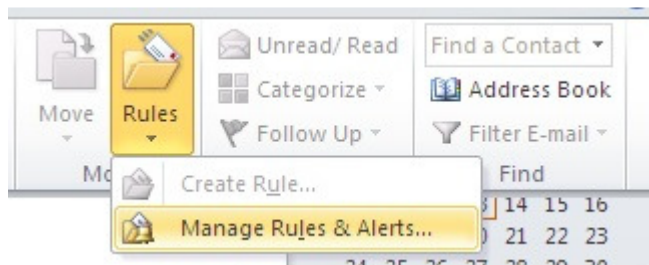
- c. In the message body, compose your automated response.
  - d. Click File, click Save As.



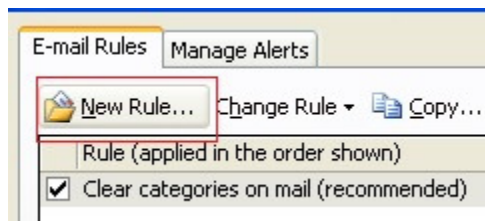
- e. Select Save as type, choose Outlook Template (\*.oft).



- f. Type your file name and click Save.
2. Create the rule to use your newly created automated message, click Home tab, click Rules, then click Manage Rules & Alerts.



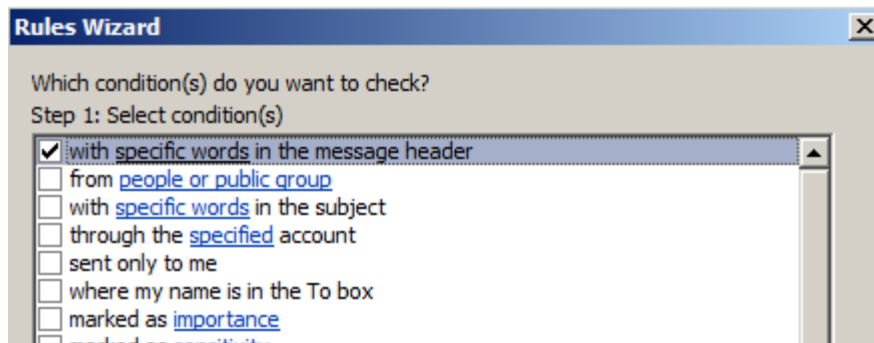
- a. Click New Rule.



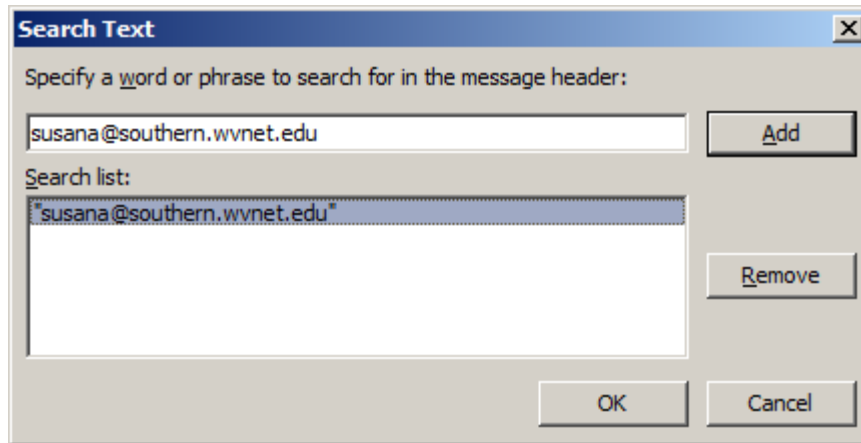
- b. Under Start from blank rule, click Apply rules on messages I receive and click Next.



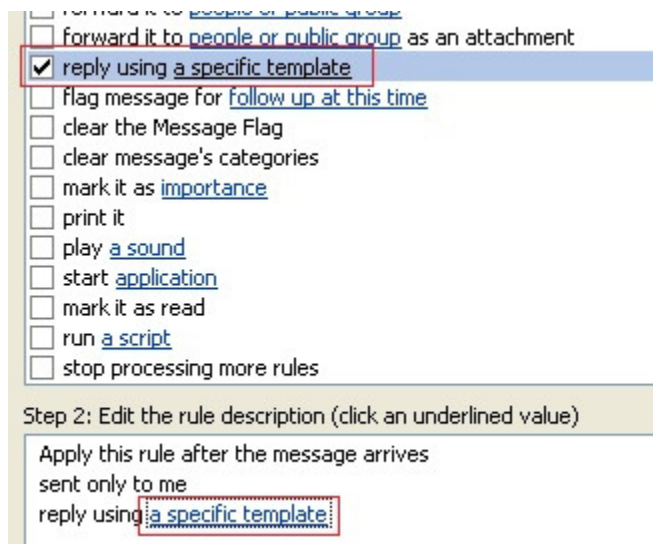
- c. Select: “with specific words in the message header” check and click Next.



- d. Click on “Specific Words” and add your old Southern email address ([FirstL@southern.wvnet.edu](mailto:FirstL@southern.wvnet.edu)) as the phrase to find in the message header. Click Add, the OK.



- e. Select reply using a specific template check box, under Edit the rule description, click specific template.



- f. In Look In box, click **User Templates in File System** and click User Templates in File System.
- g. Find your saved template and click Open.
- h. Click Next, click Finish.