

## **INSTRUCTIONS FOR SETTING UP AUTOMATED EMAIL REPLIES AND FILTERS IN OUTLOOK 2002**

These instructions are based on Microsoft Outlook 2002. The steps described below should be substantially similar in other email programs, including other versions of Outlook.

1. Open **Microsoft Outlook**.
2. From the **Tools** drop-down menu, select “**Rules Wizard**.”
3. Click **Apply Rule** to “Inbox [Microsoft Exchange Server].”
4. Select “**Start from Blank Rule**” and “**Check Messages when they Arrive**.”
5. Click the **Next** button.
6. Select the condition: “**Where my name is in the To or Cc box**.”
7. Click the **Next** button.
8. Select what to do with message: “**Have server reply using a specific message**,” and “**Permanently delete it**”.
9. Click on “**Specific message**” and put your automated reply message regarding the Departing Attorney in the email window that opens. In the subject line, enter “UNDELIVERABLE.”
10. Click the **Finish** button.

*NOTE: See Email Communications for Departing Attorneys, for sample text to include in your automated email reply.*