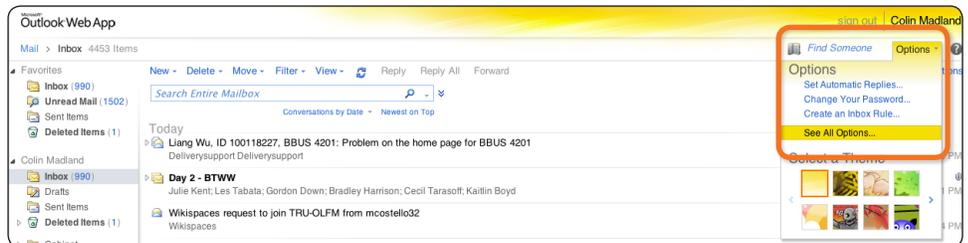


Instructions for Outlook Web: Rules, Signatures and Auto-Reply

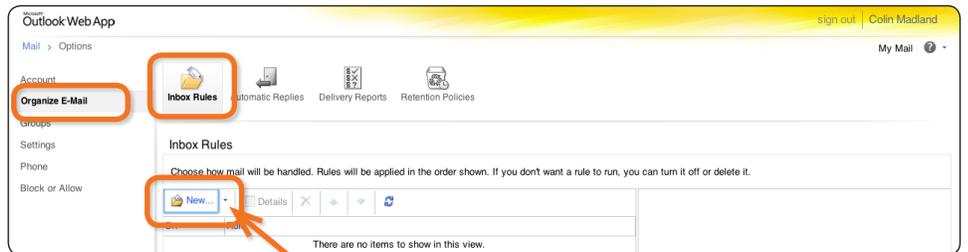
Please follow these instructions for setting up rules, signatures and auto-reply in Outlook Web.

Rules

1. From your inbox in Outlook Web, click 'Options' and then 'See All Options'.

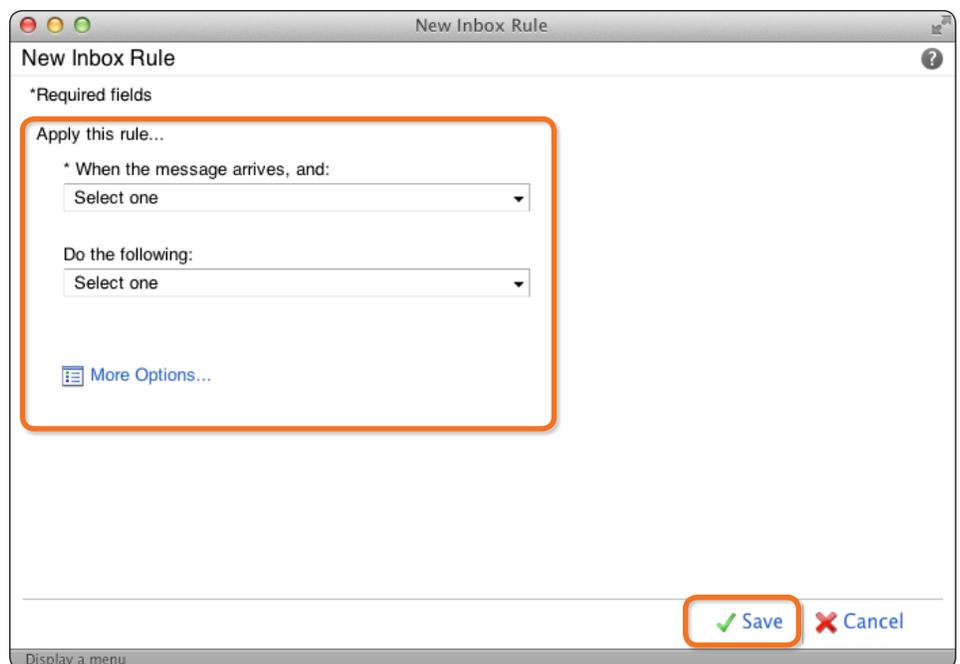


2. Click 'Organize E-Mail' and then 'Inbox Rules'.
Click 'New'.



Tip: For more options, click the down arrow beside the 'New' button.

3. Choose a condition (top dropdown) and action (bottom dropdown).
Click 'More Options' if you would like to be more specific.
You may have to set other options depending on which conditions and actions you specify.
Click 'Save'.



- Your newly created rule will be listed under 'Inbox Rules'.

To deactivate the rule, deselect the checkbox beside the rule.

Signatures

- Click 'Settings' then the 'Mail' tab.

Enter your signature in the text editor.
Click 'Save'.

Please Note:

We have had difficulty creating a signature using Safari on Mac OSX. If you encounter difficulties, please try Firefox.

Auto-Reply

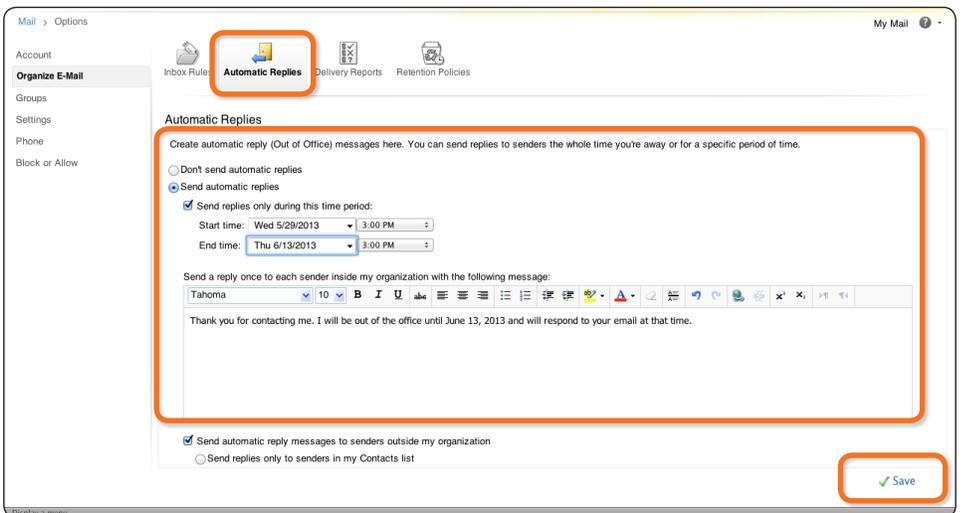
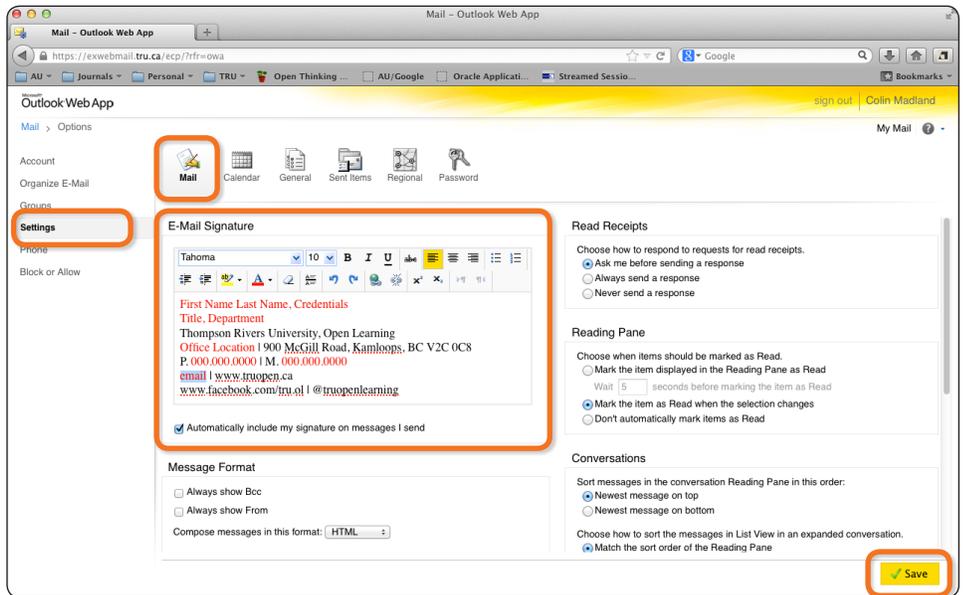
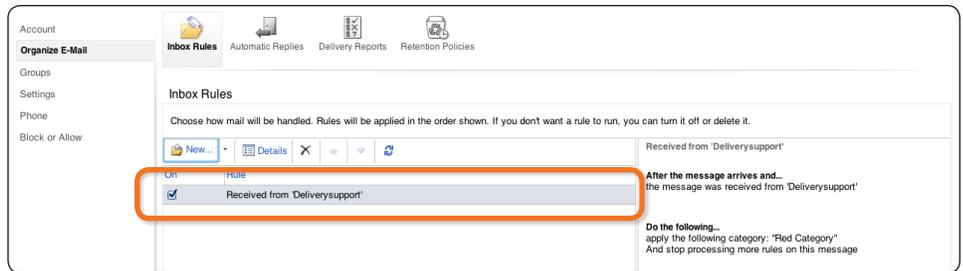
- Click 'Automatic Replies'.

Select the 'Send automatic replies' radio button.

Set the times and dates during which you would like to send replies (optional).

Enter your message using the text editor.

Click 'Save'.



If you have questions, please contact ITServiceDesk@tru.ca.