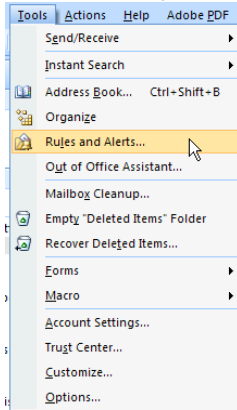
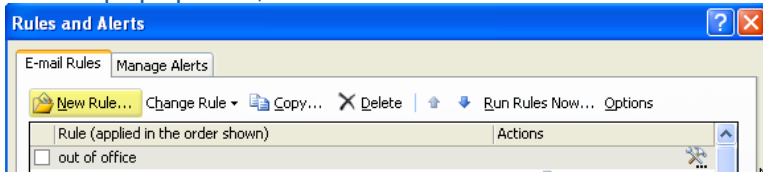


In Outlook, choose Tools from the menu. Choose Rules & Alerts.

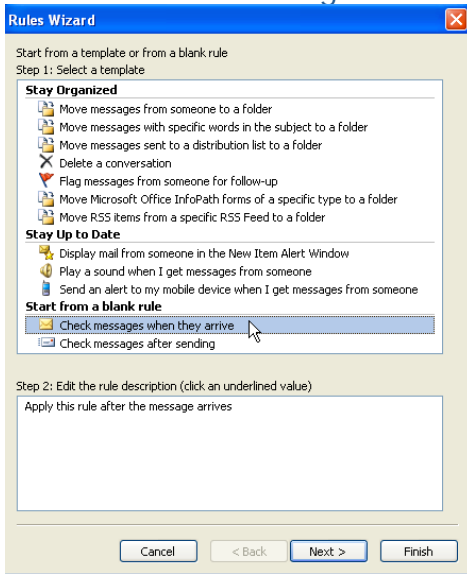


In the popup box, choose "new rule."

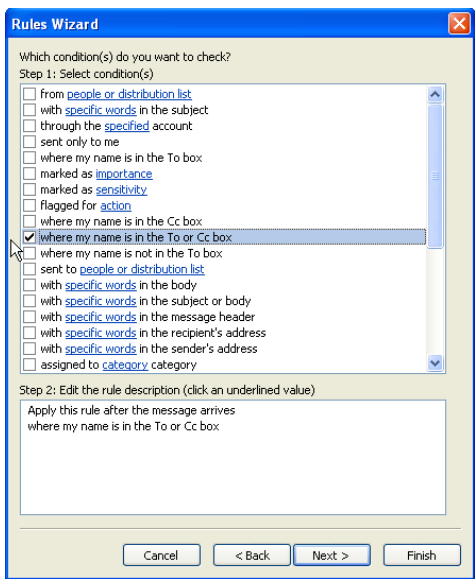


Then follow through the steps to set up the rule, following each step below.

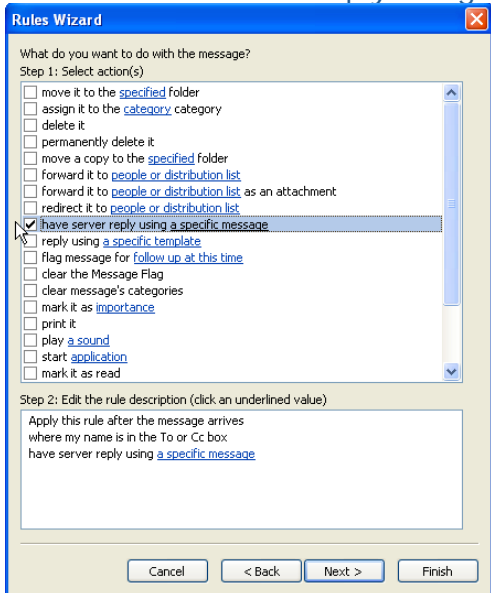
Choose "check messages when they arrive", then click Next.



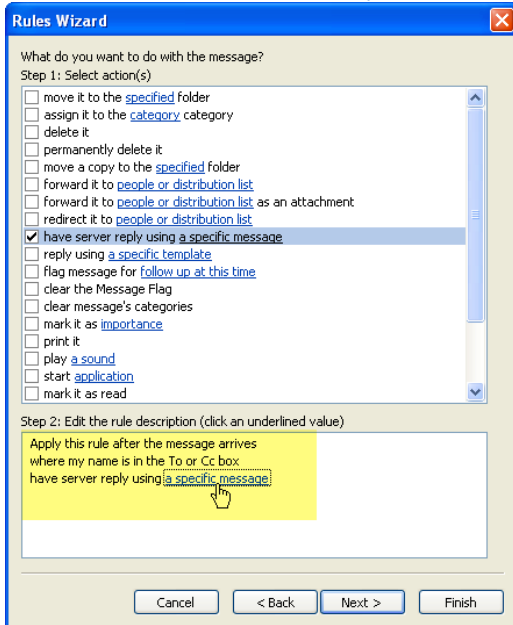
Choose "where my name is in the To: or cc: box."



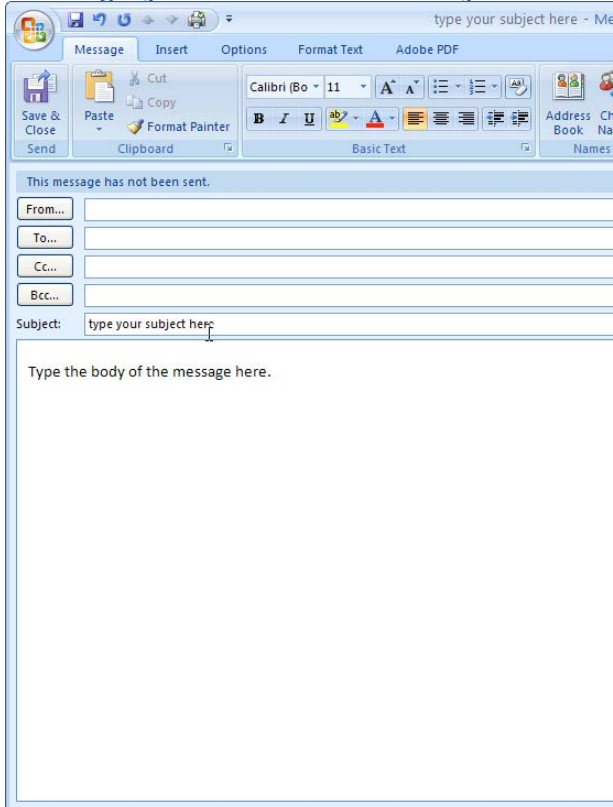
Choose "have server reply using a specific message."



In the bottom of the box, click the link that says "specific message."

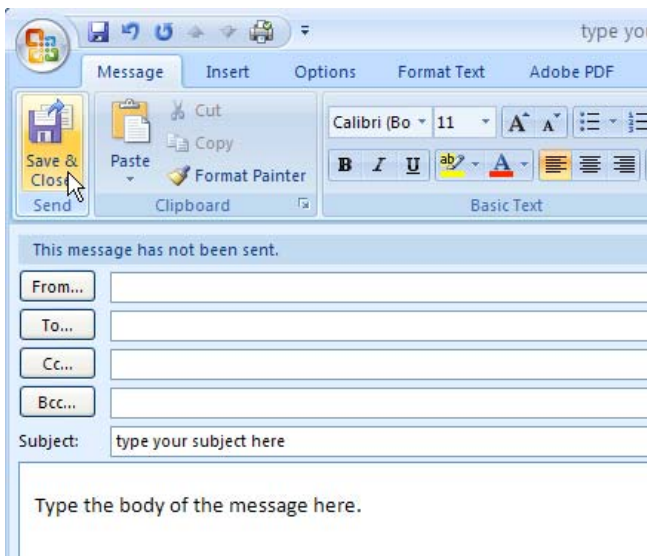


In this blank email, type the subject of your auto-reply, then in the body type the message you want sent to everyone that sends mail to admissionstatus.

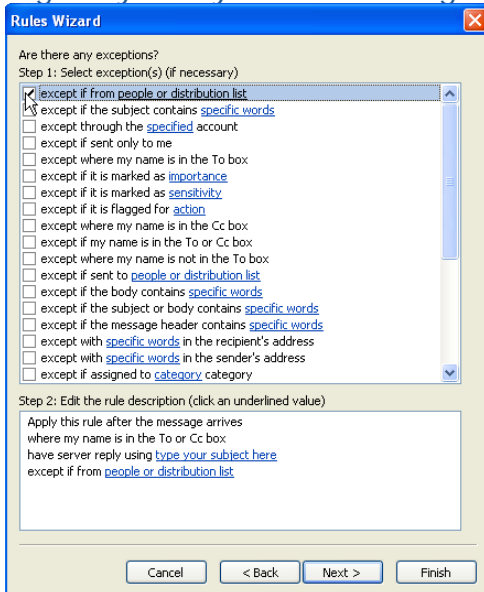


(this will look a tiny bit different in Outlook 2003)

Save and close the email template.



Choose "except if from people or distribution list" and then add anyone who emails you regularly that you don't want getting this message.



This message will go out to every message sent to this mailbox. So any staff member who emails it may not wish to receive the autoreply every single time. But you can enable this last feature after you've tested it a few times, to make sure it's working correctly. Click Next.

Name the rule.

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule  
where my name is in the To or Cc box

Step 2: Setup rule options  
 Run this rule now on messages already in ".1-action"  
 Turn on this rule  
 Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives  
where my name is in the To or Cc box  
have server reply using [type your subject here](#)  
except if from [Becky Scott](#)

Cancel < Back Next > Finish

Make sure "turn on this rule" is checked. Click Finish. Then click ok on the rules and alerts box. That should be it!