

# Reply Using a Specific Template Rule, Sends Only Once

The information applies to: Microsoft Outlook 2003 and higher versions

**Description:** Use this to define a Rules Wizard rule to reply using a specific template the rule runs only once for any given sender. This behavior is the same as that of the Out of Office Assistant. During a session, Outlook remembers the list of users to whom it has responded. Restarting Outlook deletes this list, resetting the rule to fire again for each sender.

## Defining an Automatic Reply Template

1. Open a new Outlook message formatted as plain text.
2. Type the information that is to be displayed in your reply message.
3. On the **File** menu, click **Save As**.
4. In the **Save As Type** list, select the **Outlook Template** option.
5. Type a name for your reply template in the **File Name** box and click **Save**.

## To Define a Rule to Send an Automatic Reply

1. On the **Tools** menu, click **Rules and Alerts**.
2. In the **Rules and Alerts** dialog box, click **New Rule**.
3. Check **X Start a blank rule**, choose **Check messages when they arrive**, and then click **Next**.
4. Under **Which condition(s) do you want to check?**, select the **Sent Only To Me check** option, plus any other criteria you want, and click **Next**.
5. Under **What do you want to do with the message?**, select the **reply using a specific template** option.
6. Under **Rule Description**, click a **specific template**.
7. In the **Select A Reply Template** dialog box, select the template you saved in step five in the previous set of instructions, and then click **Open**.
8. Complete the **Rule Wizard** instructions, click **Finish**, and then click **OK**.

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