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## [Automatically Send Custom Reply Messages with Outlook 2000](#)

Wouldn't it be nice to automatically send different reply messages when you're on vacation? For example, you could send one reply to business associates and another to friends. Well you can, if you use the Rules Wizard and Microsoft Outlook templates. Here's how to create a custom reply for a group of people.

**Note:** Replies will only be sent when Outlook is running. However, if you're using Microsoft Exchange Server, you can create a variation of this rule and the server will automatically send replies whether you have Outlook running or not.

First, create an automatic reply template

1. Open a new Outlook message.
2. In the message body, type whatever information you'd like to appear in your custom reply.
3. On the **File** menu, click **Save As**.
4. In the **File name** box, enter a name for your reply template.
5. In the **Save as type** box, click **Outlook Template**, and then click **Save**.
6. On the **File** menu, click **Close**, and then when prompted to save, click **No**.

Next, create a rule to send an automatic reply

1. On the **Tools** menu, click **Rules Wizard**, and then click the **New** button.
2. In the **Which type of rule do you want to create** list, click **Check messages when they arrive**, and then click the **Next** button.
3. In the **Which condition(s) do you want to check** list, select the **From people or distribution list** check box.
4. In the **Rule description** list, click the underlined phrase, **people or distribution list**, and in the **Type name or select from list** box, type the name of each person you want to receive the custom reply, and click the **From** button after you type each name.
5. Click the **OK** button, and then click the **Next** button.
6. In the **What do you want to do with the message** list, select the **Reply using a specific template** check box.
7. In the **Rule description** list, click the underlined phrase, **a specific template**, and then in the **Look in** list, click **User Templates in File System**.
8. Click the template you created above, and then click the **Open** button.
9. Click the **Finish** button, and then click the **OK** button twice.

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That's it. Now, when you receive a message from one of the people you specified in step 4, they'll automatically receive your custom response. Important When you set up a rule to automatically reply to someone, the Rules Wizard will send a reply for each message you receive from that person.



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