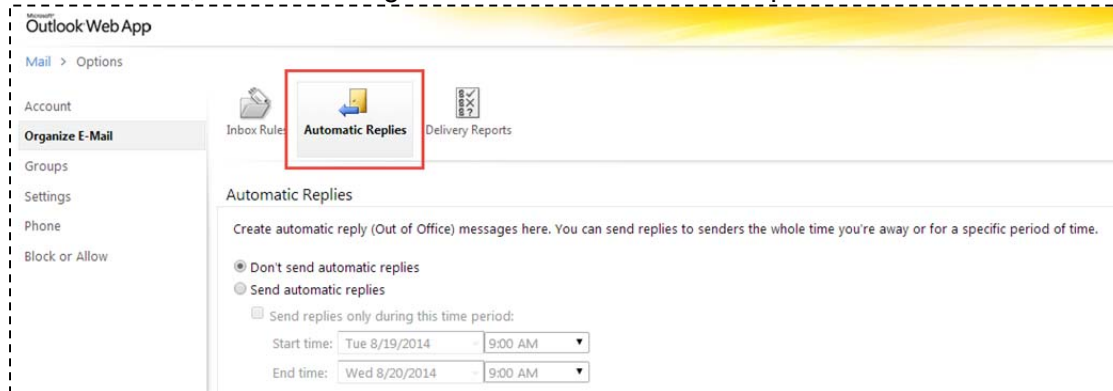


# Create an Out-of-Office rule in Outlook for Travel Authorization – *Quick Reference Guide*

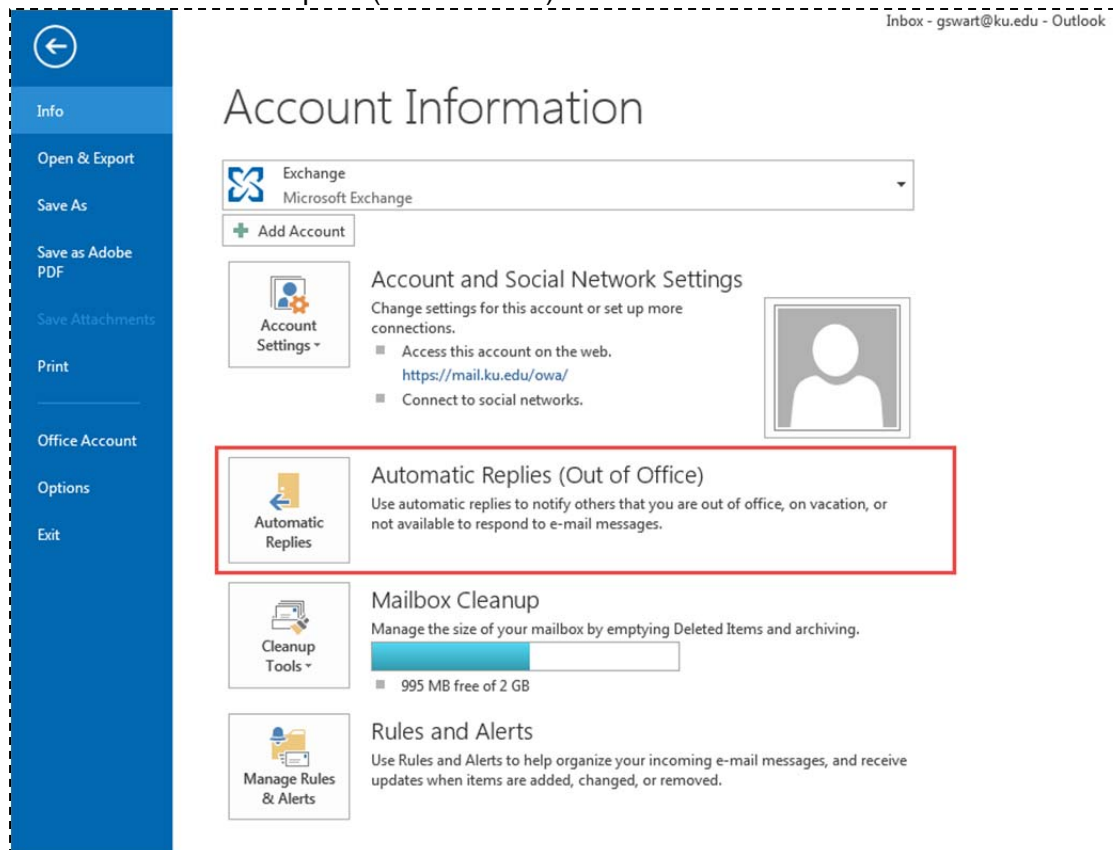
## How to Create the Rule in Outlook

When out of the office, SSC staff must forward Travel Requests from the Travel Request Webform, to the appropriate back up.

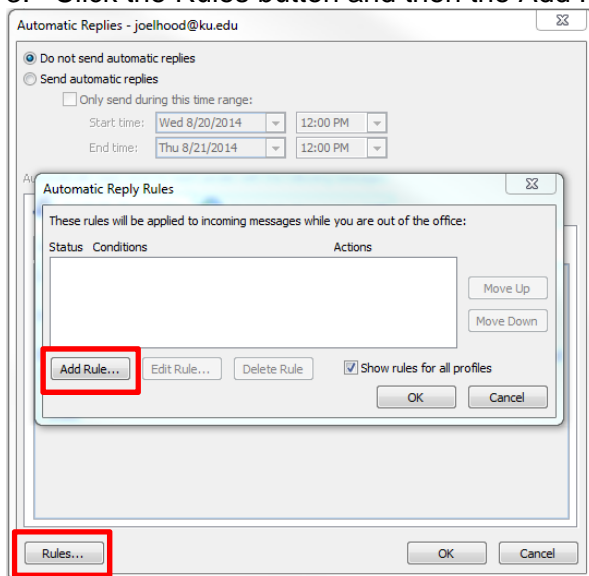
1. In Outlook, click File > Organize E-Mail > Automatic Replies



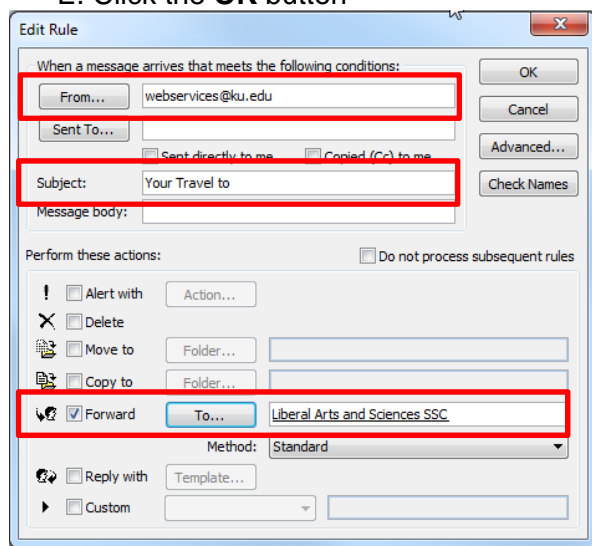
2. Click Automatic Replies (Out of Office)



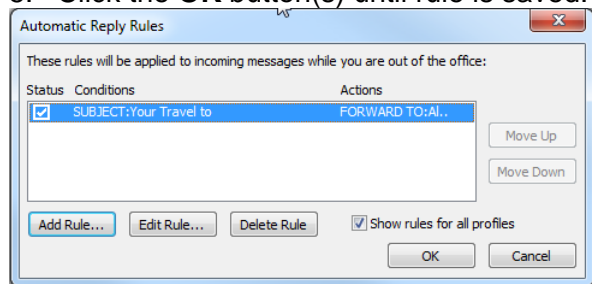
3. Click the Rules button and then the Add Rule... button



- 4. A. Type **webservices@ku.edu** in the From... box
- B. Type **Your Travel to** in the Subject field
- C. Check the Forward checkbox
- D. Enter the email address for the Liberal Arts and Sciences SSC
- E. Click the **OK** button



5. Click the **OK** button(s) until rule is saved.



6. Turn on the Outlook Out-of-Office Automatic reply the next time you are out.

**LAS SSC**