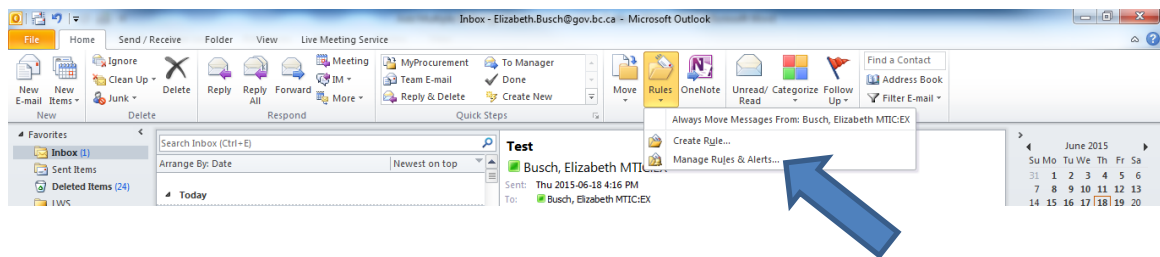


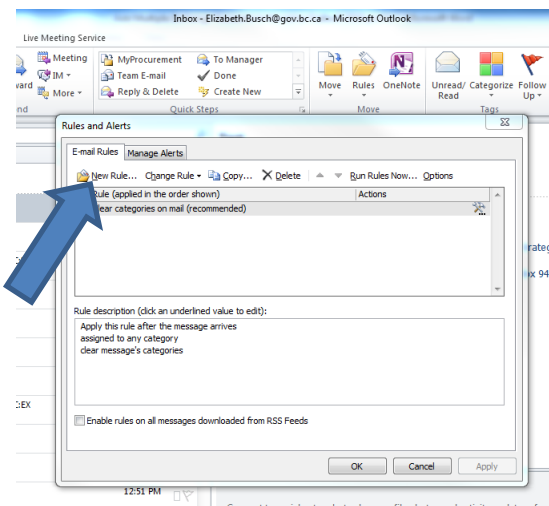
Automated Messaging for Received Receipts in Outlook 2010

When using a dedicated in-box for receipt of emailed submissions, follow these instructions to ensure that a message is sent to the sender of every email sent to this in-box:

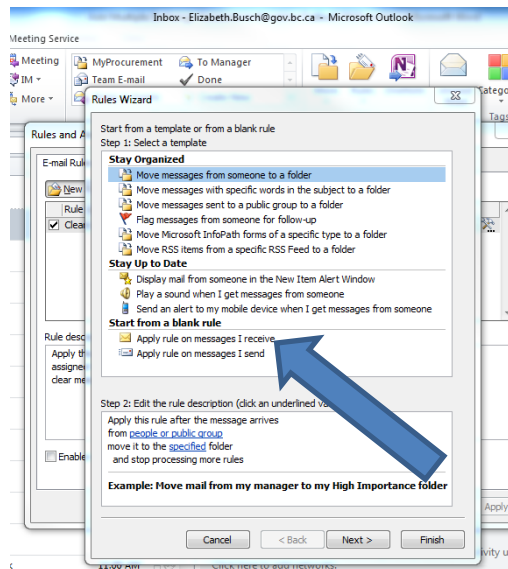
1. Go into the dedicated in-box. If the in-box has not yet been established or access needs to be given, follow [these instructions](#).
2. Under the Home tab, click on the arrow below the Rules folder.
3. Click on **Manage Rules & Alerts**.



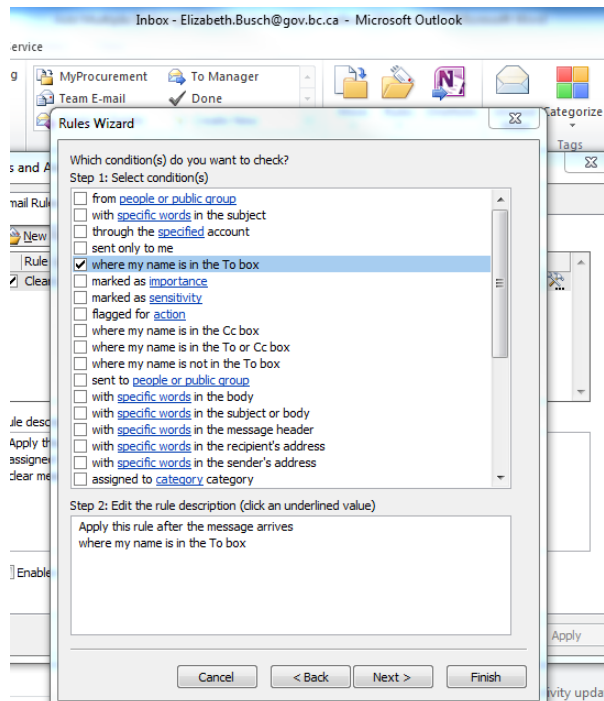
4. A new window will open; click on **New Rule**.



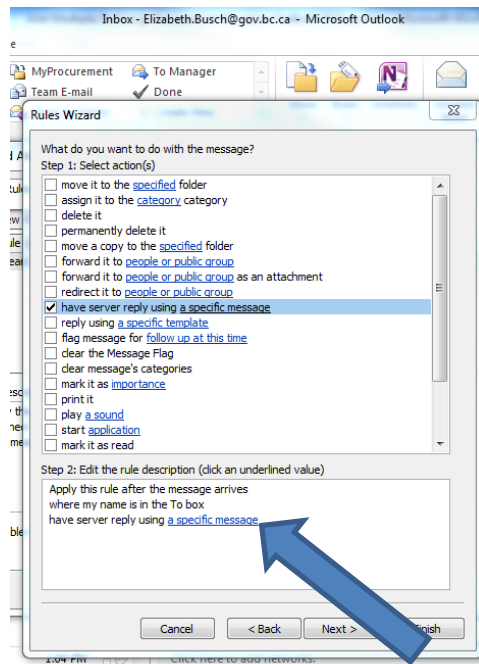
5. Another new window will open. Scroll down and click on **Apply rule on messages I receive**. Click **Next** at the bottom of the window.



6. Another new window will open. Check the box **where my name is in the To box**. Click **Next**.



7. In the next window that opens, click the box **have server reply using a specific message**. In the Step 2 box, click on the link **a specific message**.



8. An email message box will pop up. Insert a subject in the Subject line and, if desired, a message for the email. For example, the subject line might be "Email Receipt" and the message could be "Your email was received by [insert in-box name]." Click on **Save and Close**.
9. Click on **Finish**.
10. Click on **Ok**.

The email message established will now be sent to anyone who submits an email to this in-box.