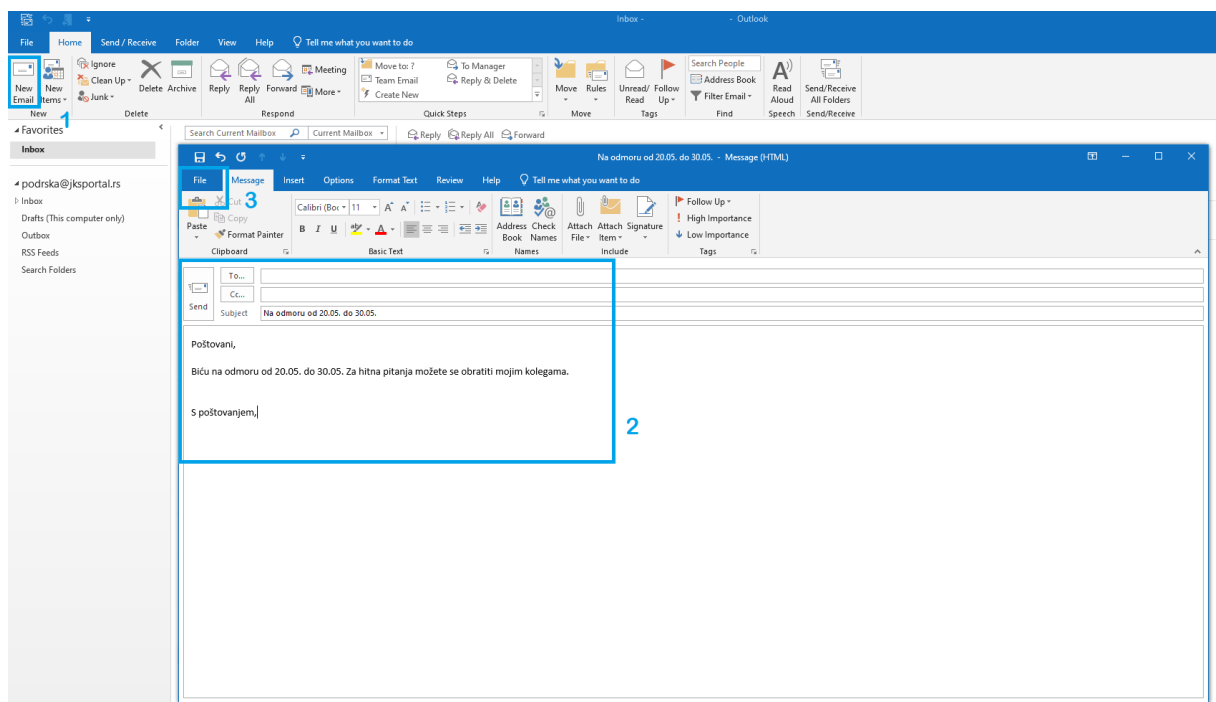


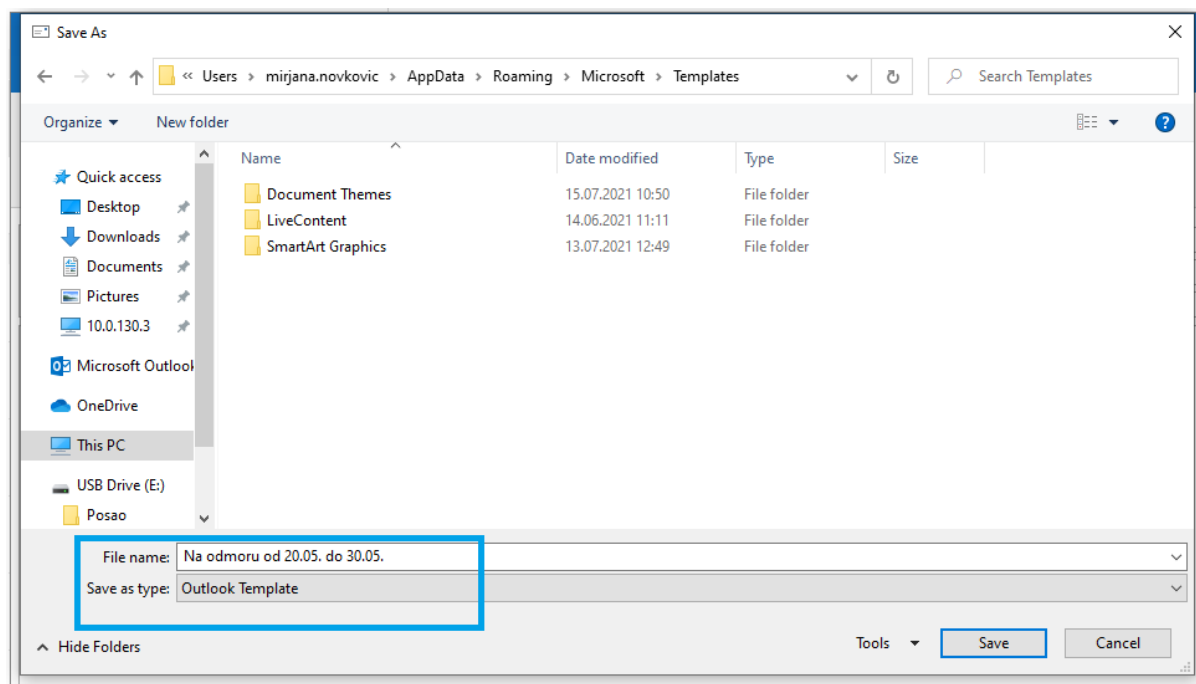
# Podešavanje automatskih odgovora u MS Outlook-u

Uputstvo za podešavanje automatskih odgovora na e-mail-ove u MS Outlook-u nalazi se ispod.

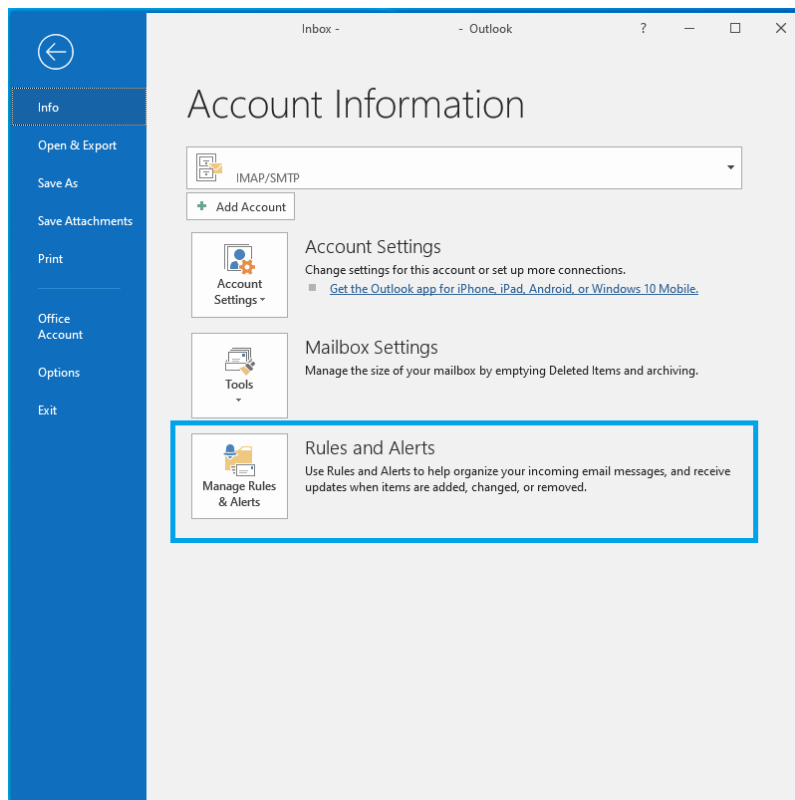
1. Kliknite na **New Email**,
2. Upišite naslov poruke i tekst poruke,
3. Kliknite na **File**, na **Save As** pa na **Save**,



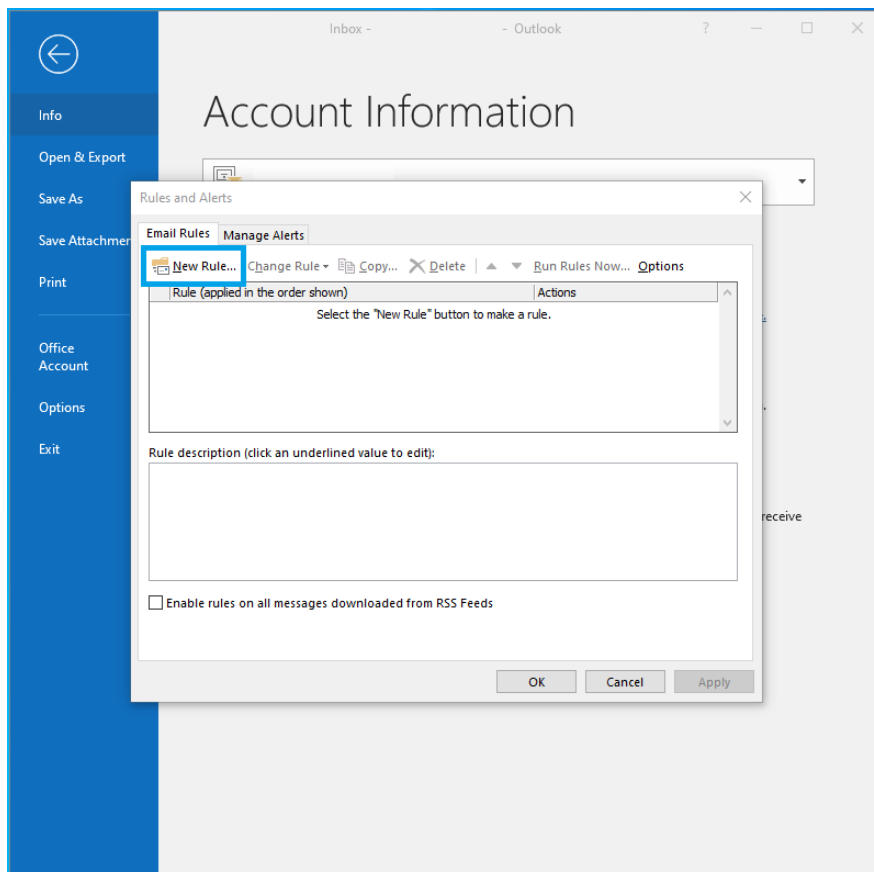
4. Upišite željeni naziv i sačuvajte kao **Outlook Template.oft** a potom izađite na **x**,



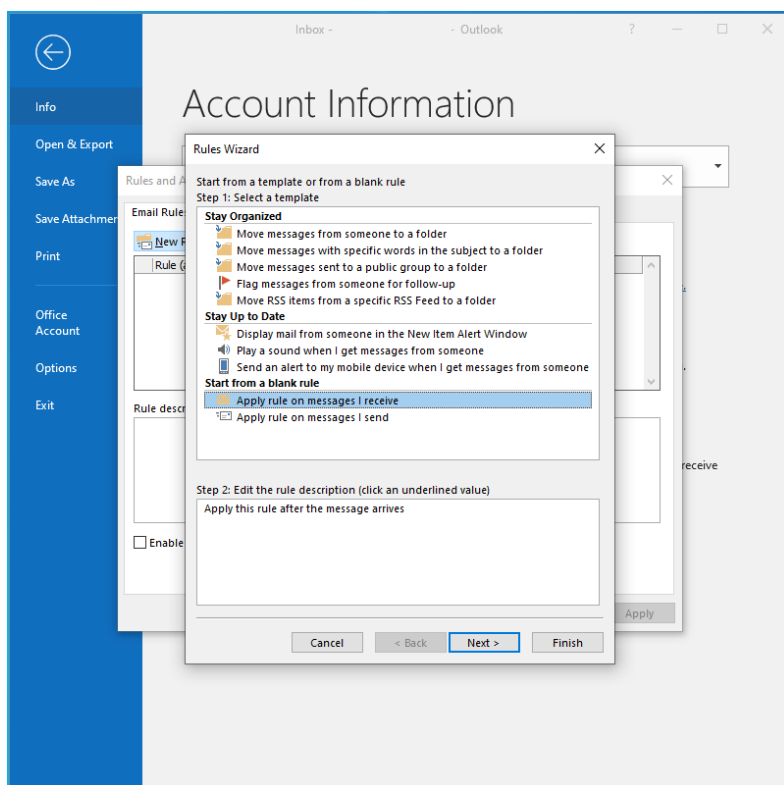
5. Kliknite na **File**,
6. Kliknite na **Manage Rules and Alerts**,



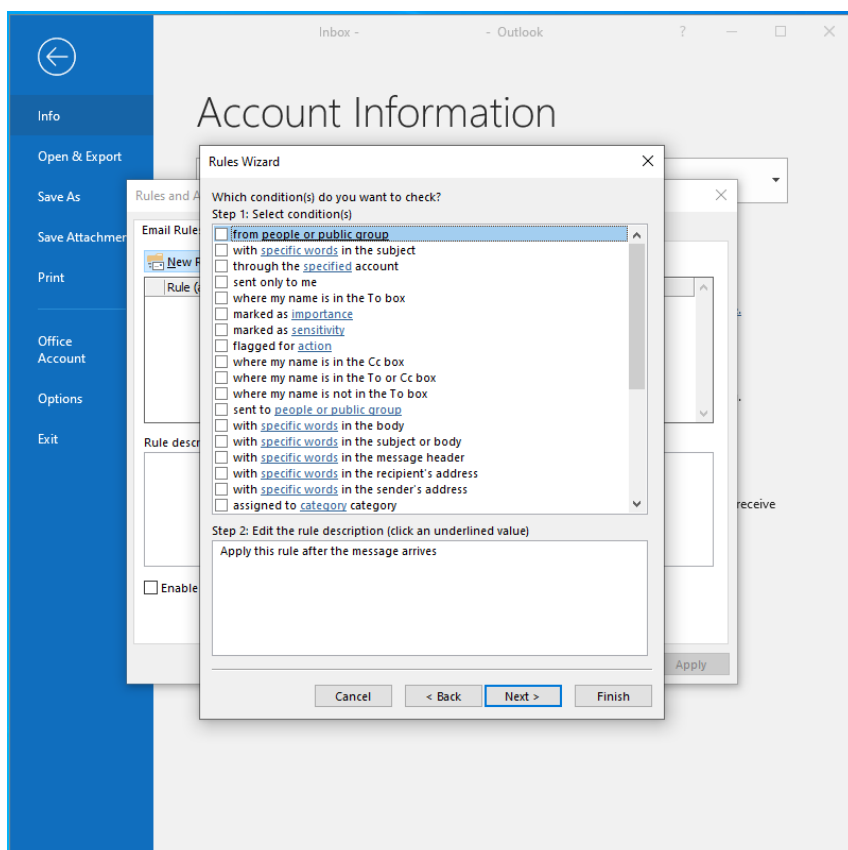
7. Kliknite na **New Rule**,



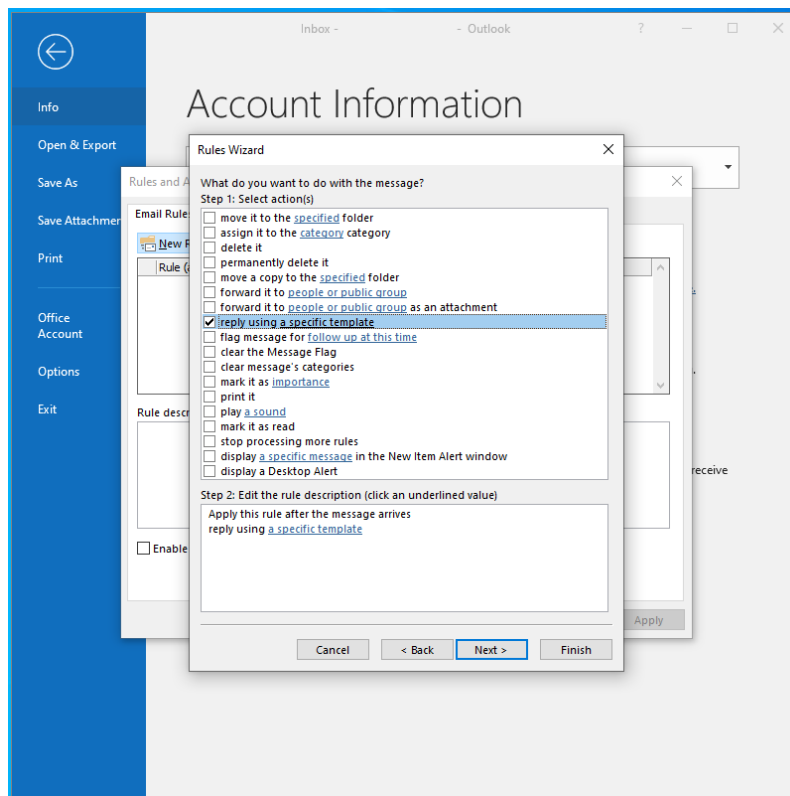
8. Kliknite na **Apply rule on messages I receive**, pa na **Next**.



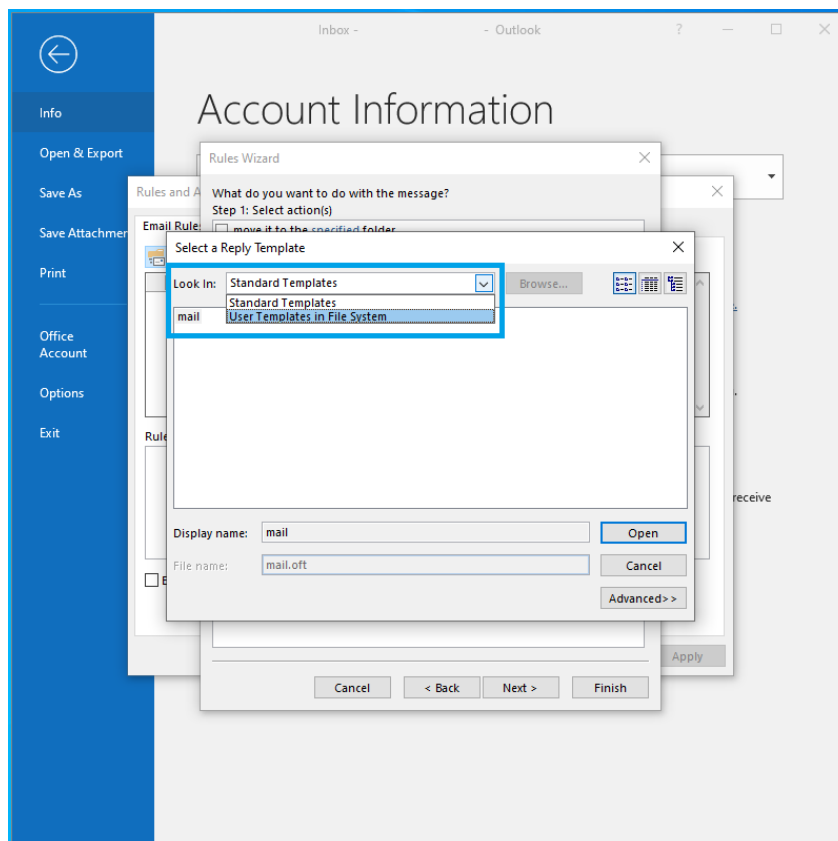
9. Da biste odgovorili na svaki e-mail koju primite, ostavite polja *Korak 1* i *Korak 2* nepromenjena i ponovo kliknite na **Next**. Izaberite **Yes** kada vas *MS Outlook* pita da li želite da primenite ovo pravilo na sve poruke.



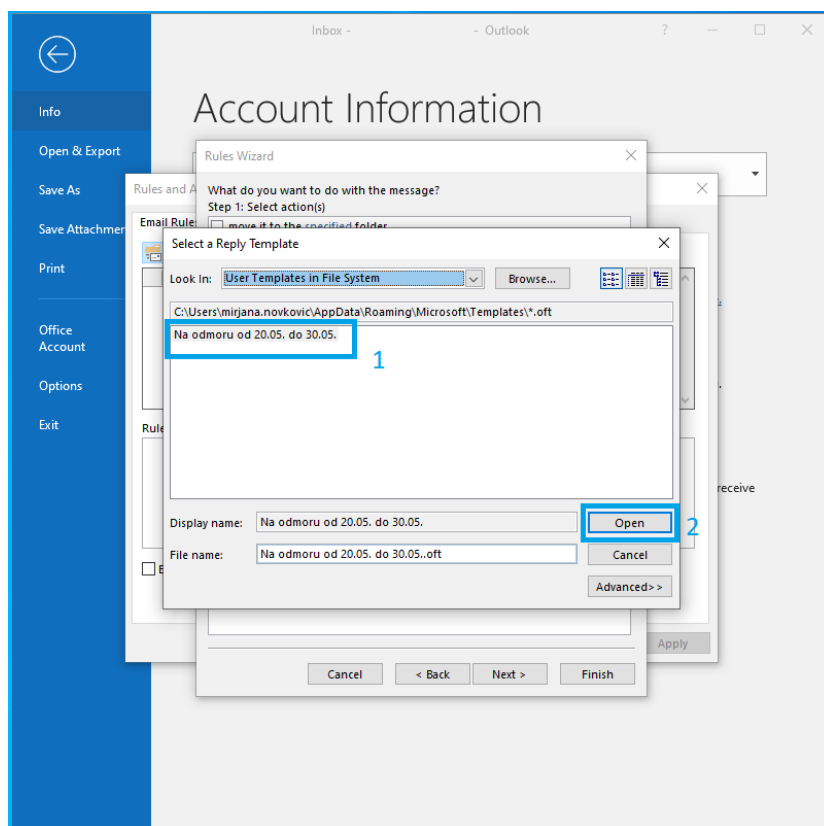
10. Kliknite u *Koraku 1* na polje **reply using a specific template**, a u *Koraku 2* na **a specific template**,



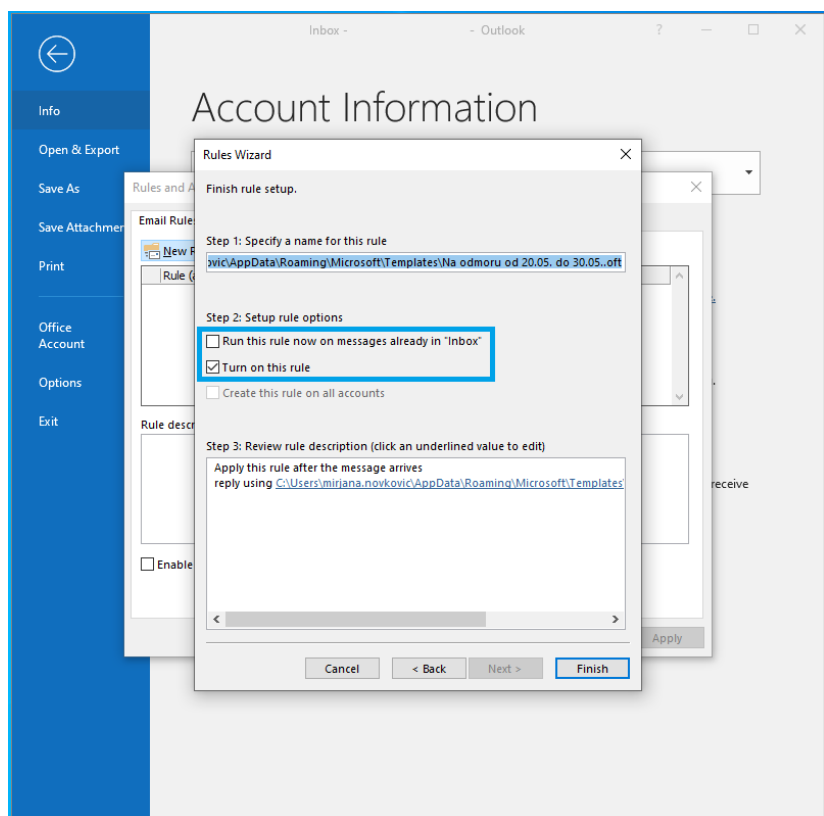
11. U polju *Look in* odaberite **User Templates in File System**,



12. Odaberite sačuvan templejt, kliknite na **Open** pa na dva puta na **Next**.

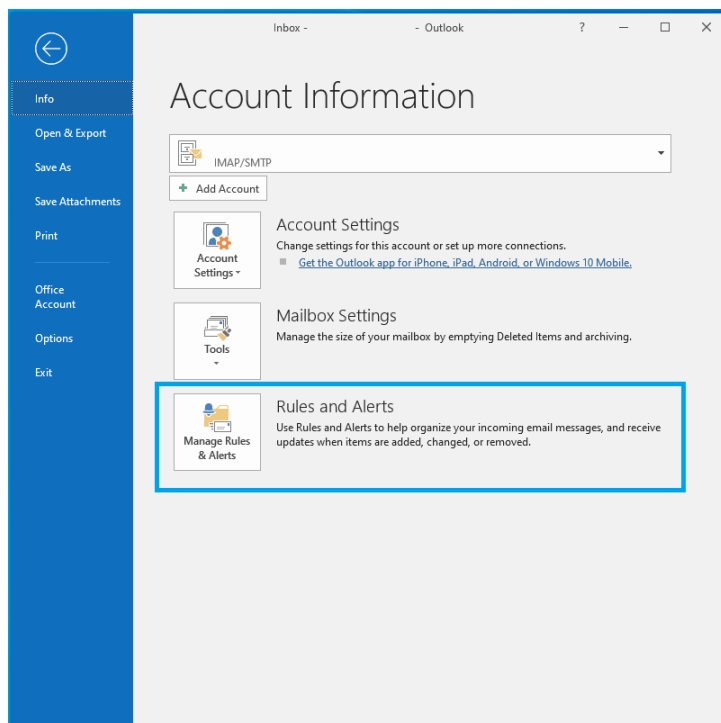


13. Podrazumevano je označeno **Turn on this rule**. Ako ste spremni da sada uključite odgovor odmah, izaberite **Finish** pa **Apply**. U suprotnom, poništite izbor ovog polja. Odgovor možete uključiti i kasnije.



## Kasnije uključivanje automatskog odgovora

1. Kliknite na **File**, pa na **Manage Rules and Alerts**,



2. Pod **Email Rules** odaberite ovaj kreirani templejt pa kliknite na **Apply** a zatim na **OK**.

