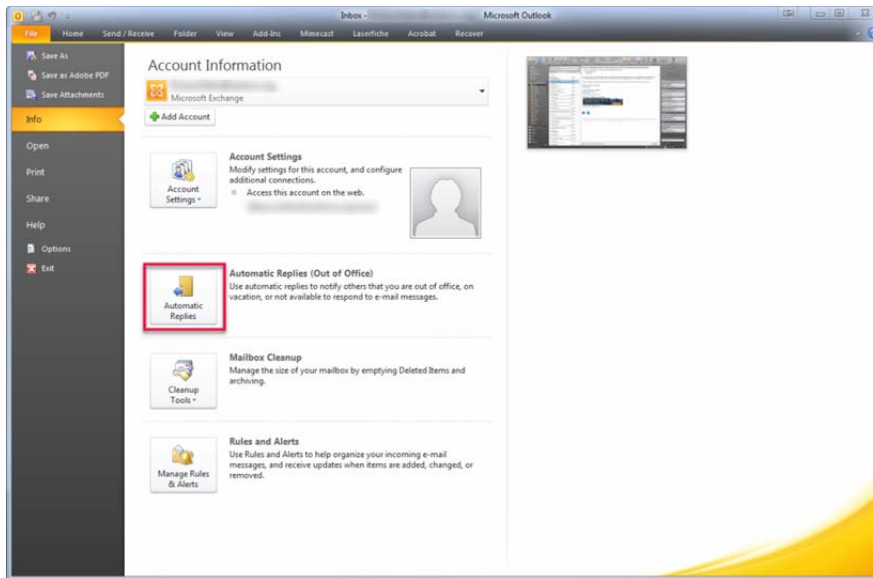


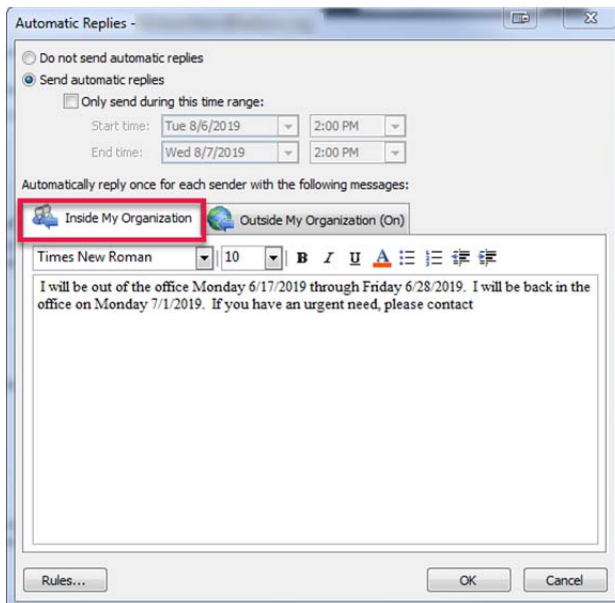
Out of Office E-mail Auto Reply

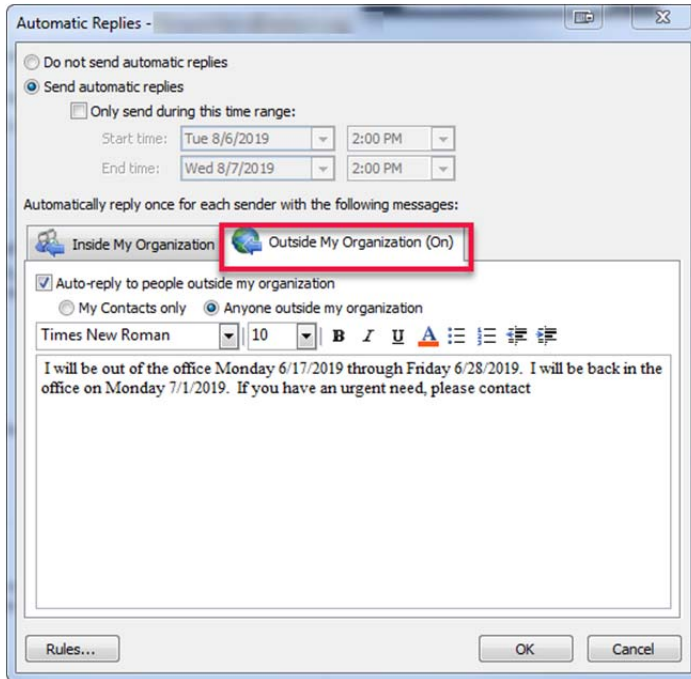
To Set Out of Office/Auto Reply

- Go to **File** menu in Outlook
- Click on **Automatic Replies**



- Click on **Send automatic replies**
- Enter the time period for Out of Office replies to be sent.
- Enter the message to be included in the auto reply. Enter a message for both inside and outside the organization.

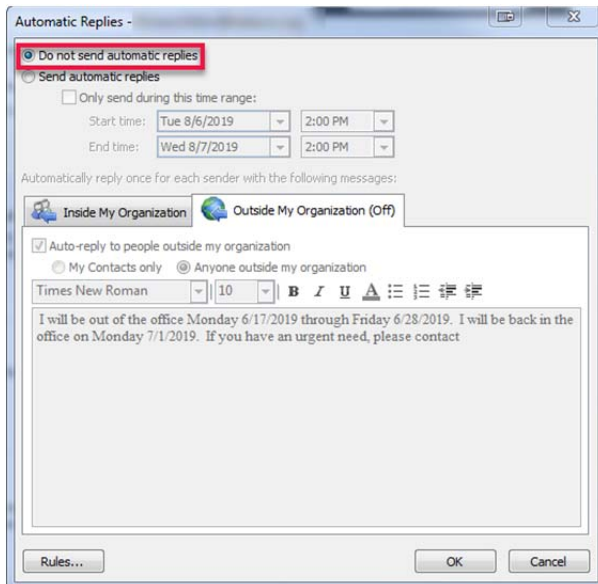




- Click **OK**

The Auto-reply will end at the enter End time automatically

To manually turn off the auto reply, do the first two steps and then click on **Do not send automatic replies**



- Click **OK**