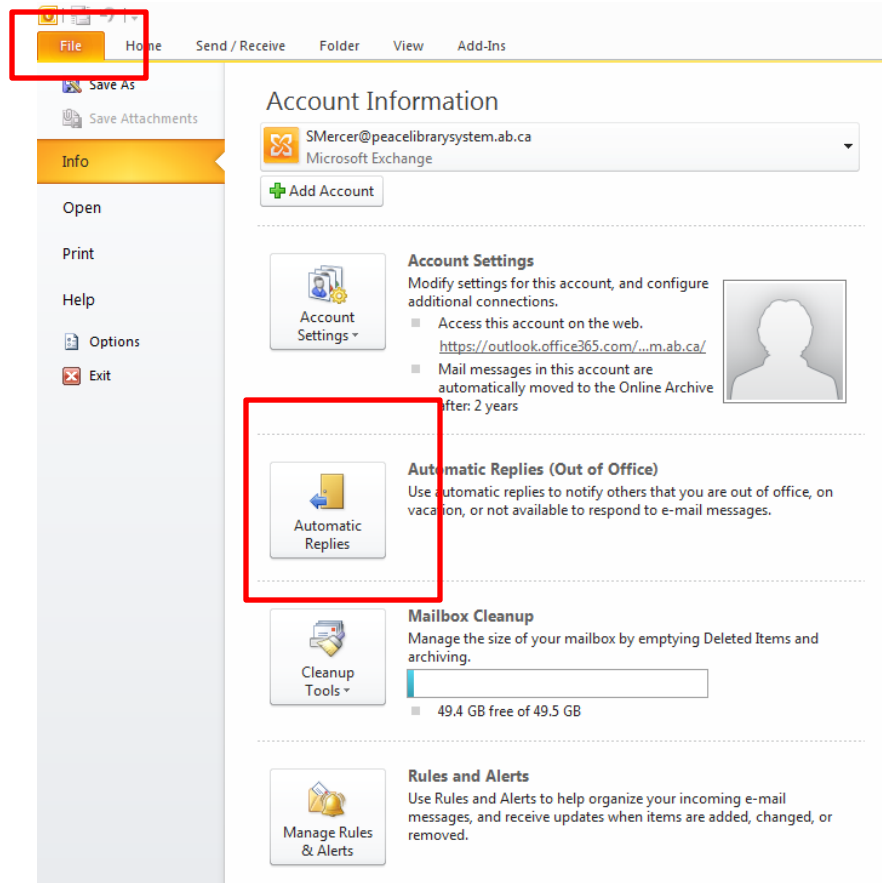
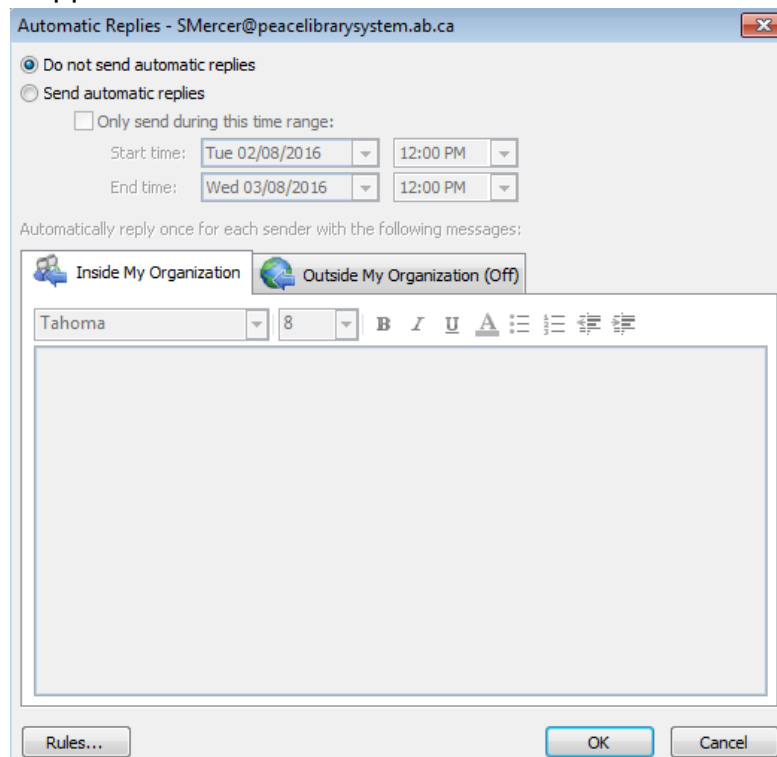


Outlook: Out of Office Automatic Messages

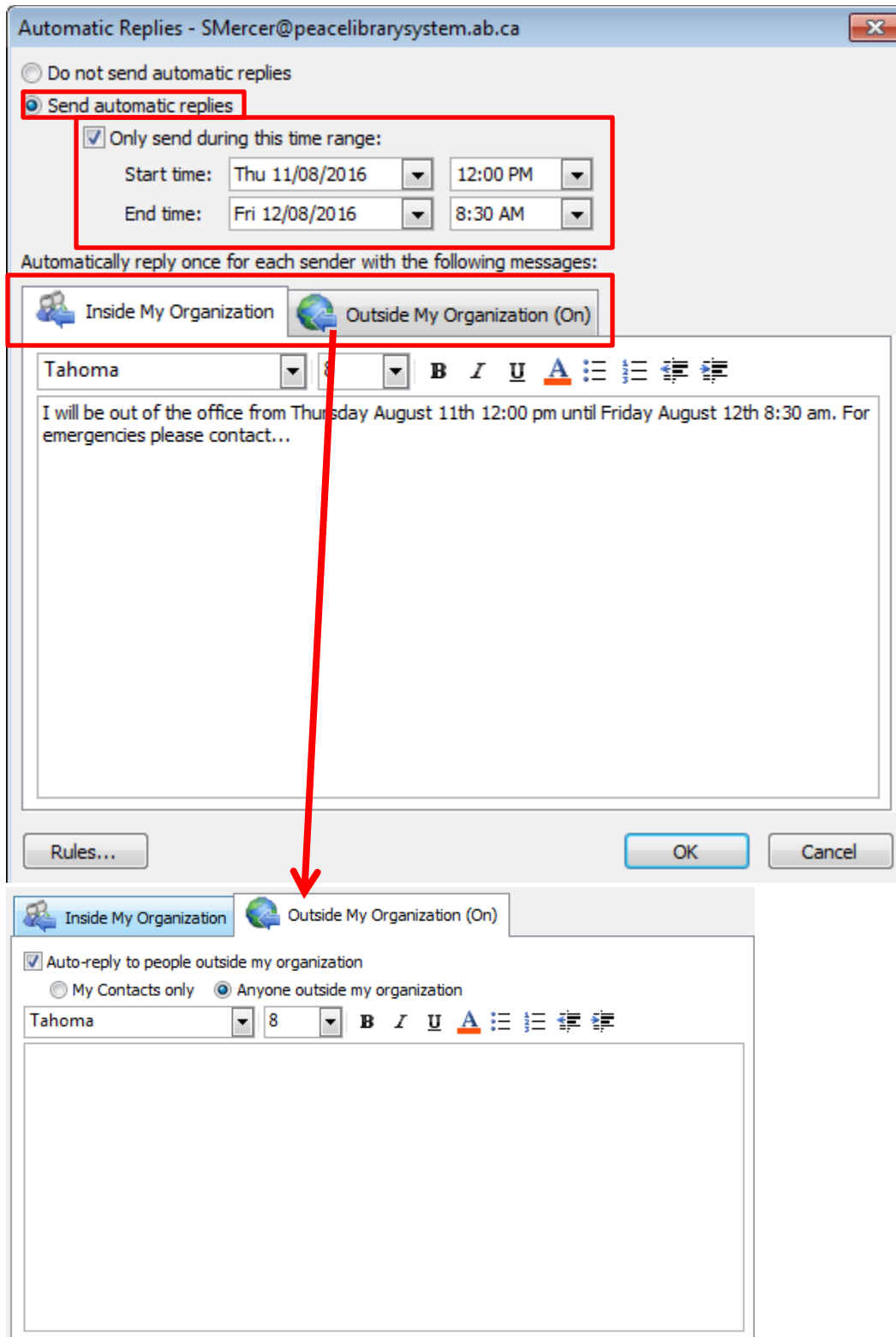
1. Open your Outlook window
2. Select “File” from the top left and choose “Automatic Replies”



3. A pop-up window will appear



4. Change your settings to say “Send automatic replies” and select “Only send during this time range:” and input the days you will be unavailable. In the box below, type in the message you want to be sent out to people inside your organization and outside your organization.



5. Select “OK”
6. To turn off automatic replies, simply change your setting back to “Do Not send automatic replies” as seen in step #3