

SETUP AUTOMATIC REPLIES (OUT OF OFFICE) IN OUTLOOK

Click the **File** tab, and then click **Automatic Replies (out of office)**.

In the **Out of Office** dialog box, select the **Send Automatic Replies** check box.

Check the “Only send during these this time range” to *schedule the start and end times* that your Out of Office message will go out.

In the **Inside my organization** textbox type the message you want to go out when a message arrives in your Inbox.

Click on the **Outside my Organization** tab and make sure the “Auto-reply to people outside my organization is selected.

Select who to send replies to

Type the message to be sent in the message text box

When you are happy with your messages click **Ok** to turn on the Automatic Replies

