## HOW TO SET UP OUT OF THE OFFICE MESSAGE

1) Log onto Outlook. Under the MAIL tab, choose the FILE tab



2) On the ACCOUNT INFORMATION page, select AUTOMATIC REPLIES.



3) Select SEND AUTOMATIC REPLIES and check the ONLY SEND DURING THIS TIME RANGE box.

Only send of	during this time range:		4-00 814	E	-1		
End time:	Mon 02/01/2017	•	5:00 AM		-		
Automatically reply or	ice for each sender wit	h the	following r	nessa	jes:		
A Inside My Organ	ization 💽 Outside N	Ay Org	ganization	(On)	5		
Tahoma	• 10	)	• B	I	A	+= +=	
Thank you for me and I will not be o	essage. I am away fro checking email messa	m the	e college t during this	oday. time	December 2	ird until Janua	ary 2
Thank you for me and I will not be o I will respond to y Thank you, Cris	essage. I am away fro checking email messa rour message upon n	m the ages o	e college t during this turn.	oday, time	December 2	ird until Janu:	ary 2

- 4) Enter the START TIME and END TIME. Auto-messages will automatically stop at the END TIME.
- 5) Enter a message for INSIDE MY ORGANIZATION and OUSIDE OF MY ORGANIZATION tabs
- 6) Select OK.