## 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.

<u>Only send</u> Start time:	during this time range Thu 22/12/2016	•	4:00 PM		1	
End time:	Mon 02/01/2017	-	5:00 AM		1	
Automatically reply or	nce for each sender wi	ith the	following m	essag	5	
4 Inside My Organ	ization 💽 Outside I	My Org	ganization (	Dn)		
Tahoma	- 10	0	• B	r u	AIE IE	+ = +
	essage. I am away fro				December 23n	d until Januar
and I will not be c		ages o	during this		December 23n	d until Januar

- 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.