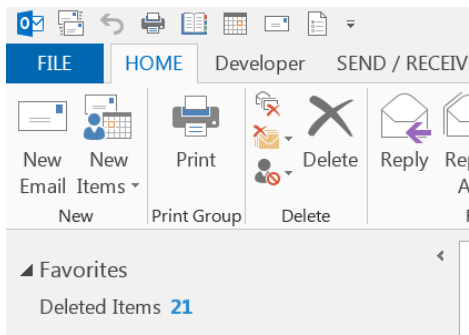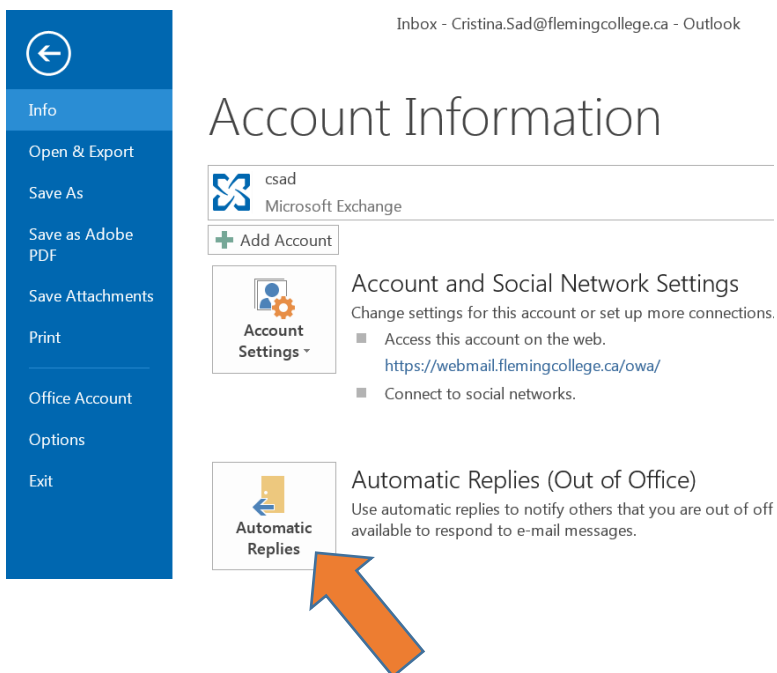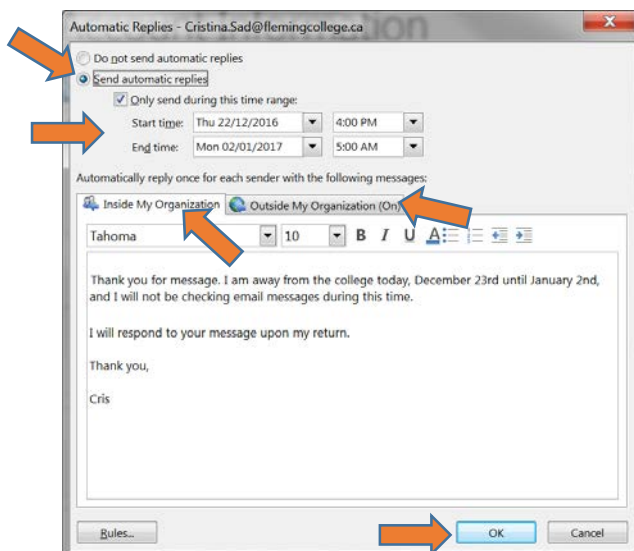# HOW TO SET UP OUT OF THE OFFICE MESSAGE

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.

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.