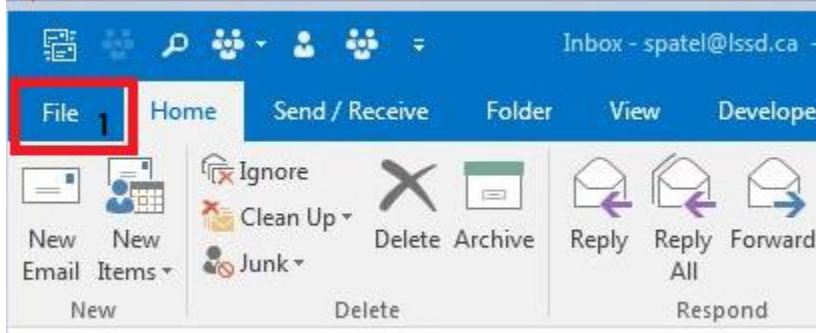


How to Turn on “Automatic Replies (Out of Office)” or the “Out of Office Assistant”

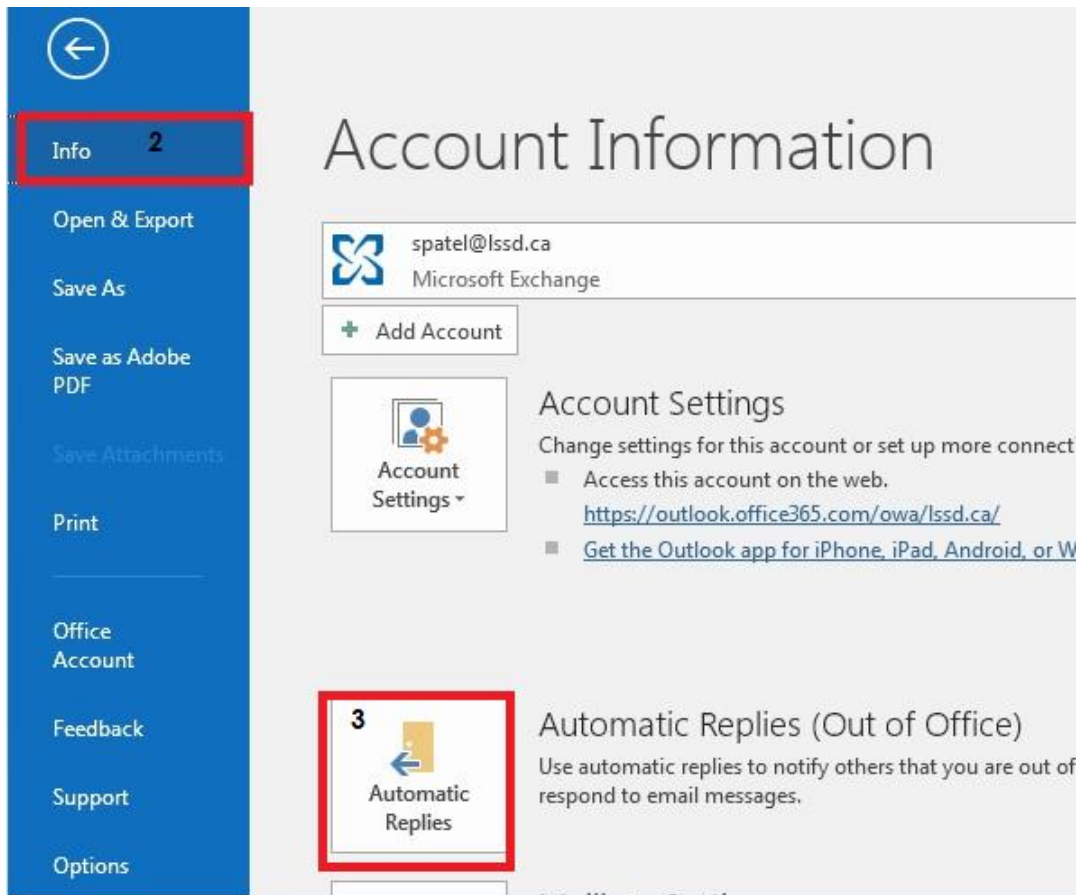
Step1:

From your *Outlook Client*, Click **File**



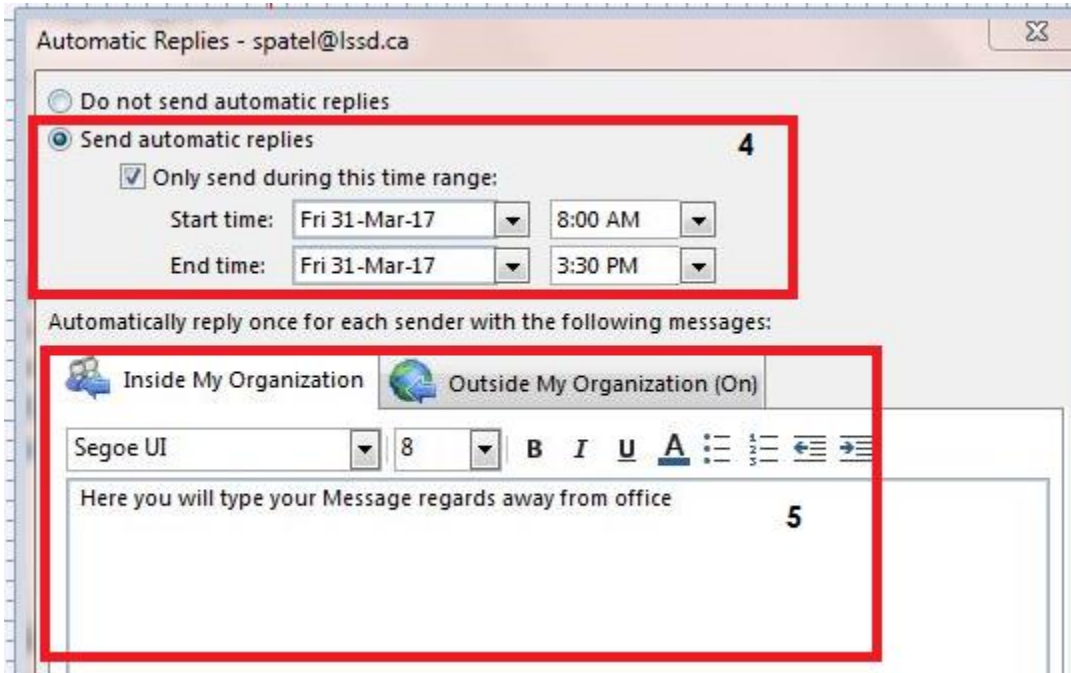
Step2:

Click *Automatic Replies (Out of Office)*



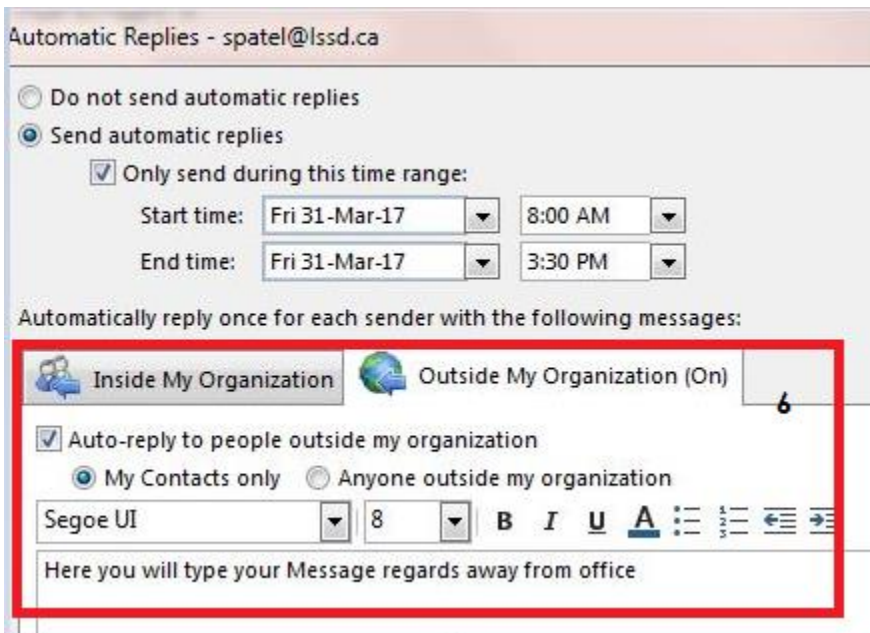
Step3:

In Automatic Replies Dialog box, select check box - *the send automatic replies*. From Inside My Organization Tab, type your *Away from office message*.

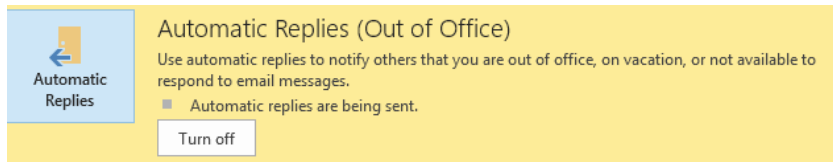


Click to next tab *Outside my Organization (On)* . check the *check box – Auto reply to People outside my organization*. Pick one option from – *My Contact Only* or – *Anyone outside my Organization*.

Click ok to complete.



After click *ok*. Automatic Replies option will *Turn On*.



Note: We pick option “only Send during this time range” – see above snapshot. That means during this time frame Automatic Replies will turn on after this time range it will automatically turn off.

OR

If User decide to *turn off* any time, please click to *Turn Off Button* from Automatic Replies options.