

Creating Out of Office Message

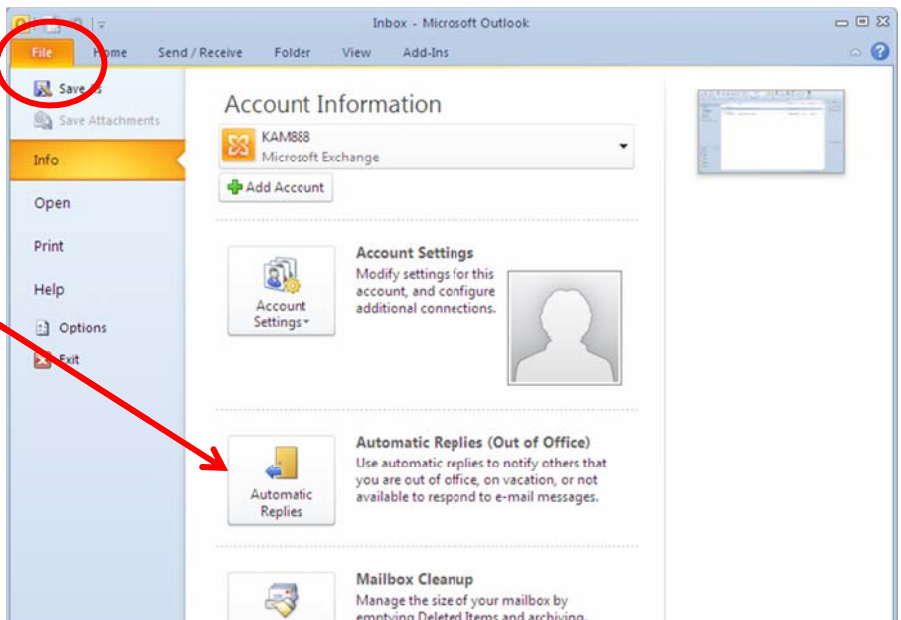
An Out of Office message should be set up when you are unavailable for a period of time.

Common Out of Office messages include:

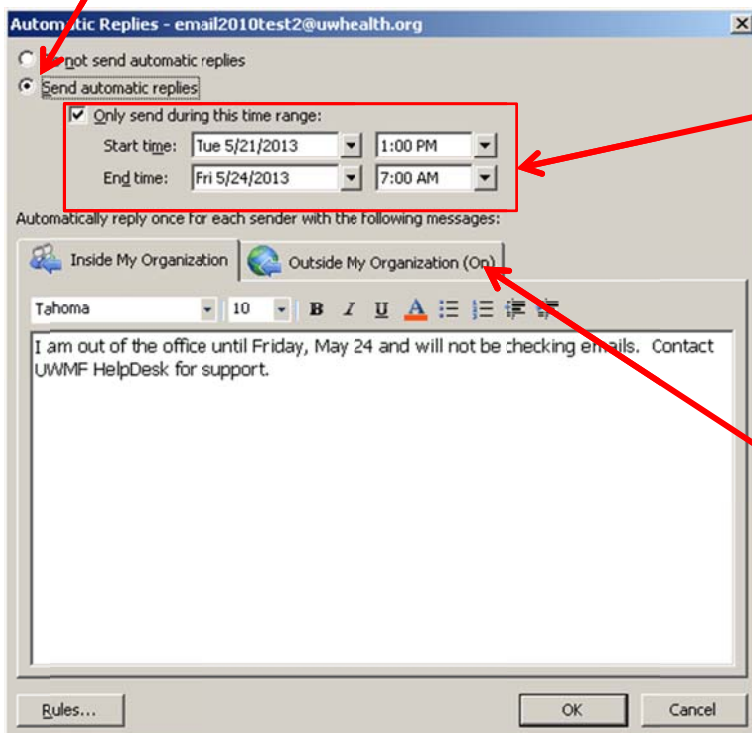
- When you are leaving and coming back
- Who to contact if they need to reach someone immediately
- If you will occasionally be checking email or voice mail

You can also set up separate notifications for internal (Inside My Organization) and external (Outside My Organization) staff.

Select the File tab and click on Automatic Replies (Out of Office)



Click on the Send Automatic replies radio button



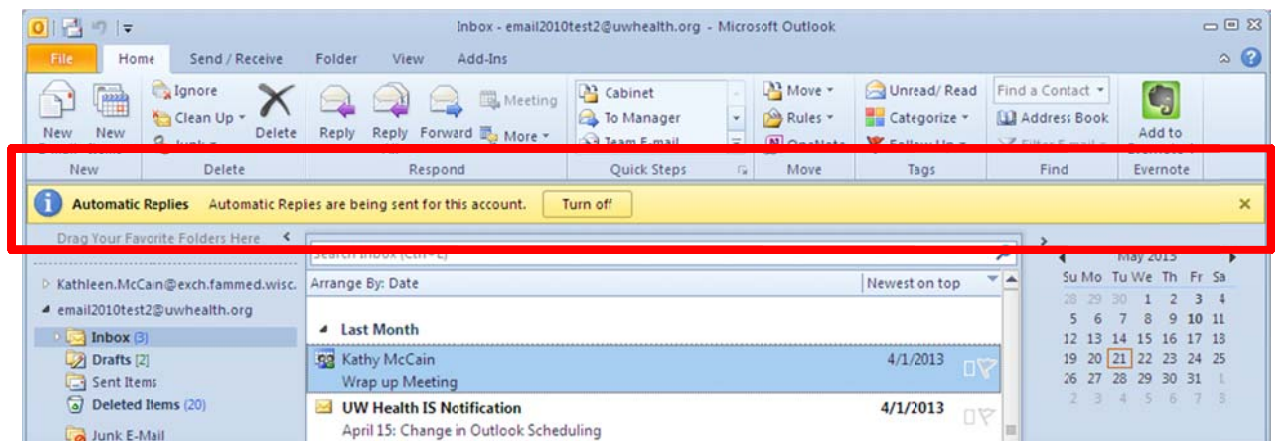
You can specify a date range that this Automatic Reply is active by filling in the Start date/time and End date/time

On the Inside My Organization Type tab, type in your out of office message

If you wish a different out of office message for people outside of your organization, click the Outside My Organization tab and create another out of office message

Click OK when finished

The next time you log into Outlook, you will see this message across the top of your inbox



You can turn off automatic replies right here

Otherwise, click on the File menu and turn off Automatic replies

