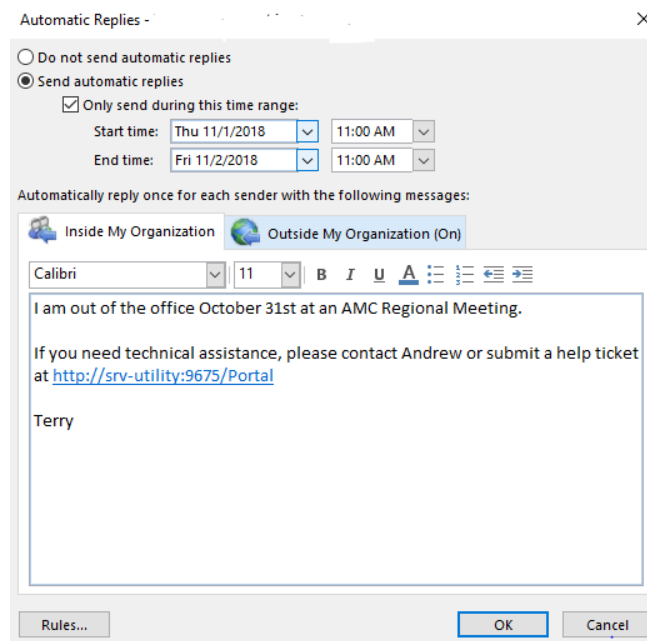


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## How to create an Out of Office reply in Outlook

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1. Within Microsoft Outlook, click “**File -> Automatic Replies**”
2. Click the button to **Send automatic replies**
3. Click the check box **Only send during this time range:** {select the date range you will be out of the office.}
4. Next click the **Inside My Organization** tab and type the message you would like to send coworkers while you are away.



5. Next click the **Outside My Organization** tab and type the message you would like to send external contacts while you are away. Make sure **Auto-reply** and **Anyone** are checked.

