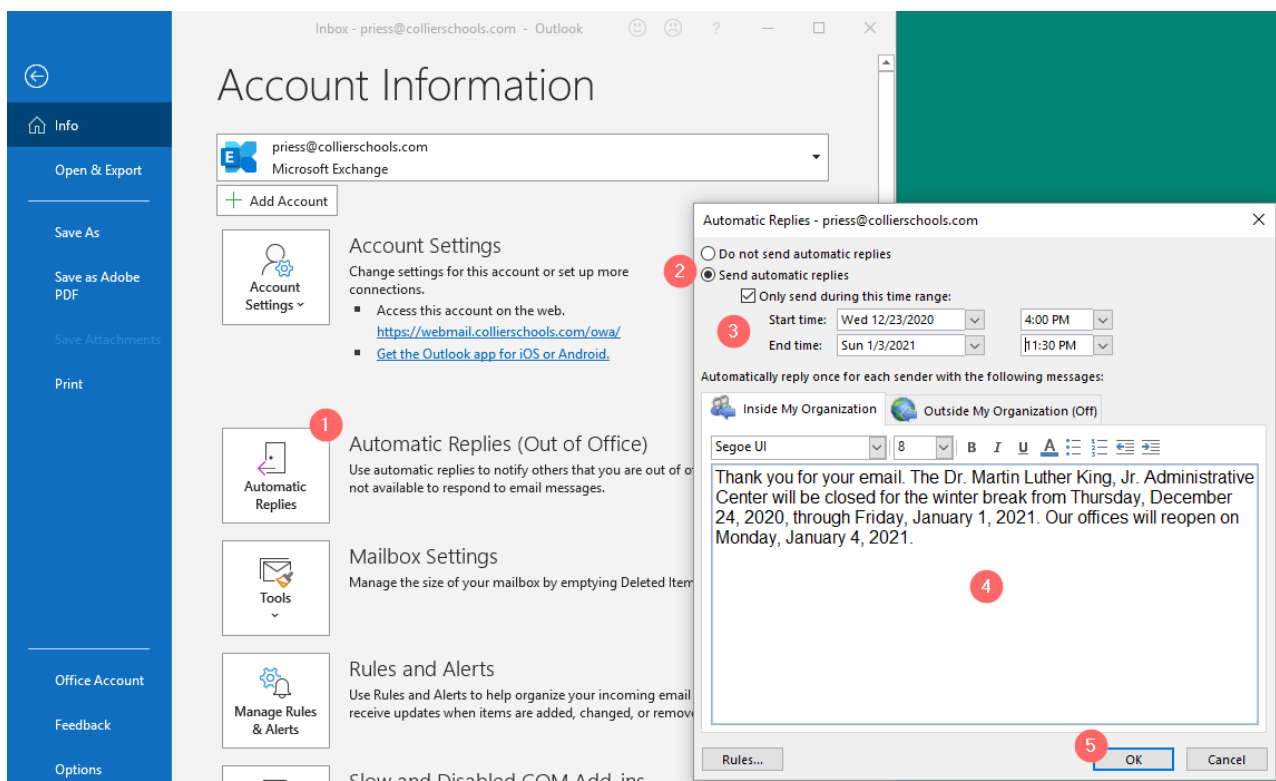




When you are out of the office, you do not want to leave your co-workers and associates wondering why you have not responded to their e-mail messages. You can easily set up Microsoft Office Outlook to send an automatic response to people who send you e-mail messages while you are out of the office.

To turn out of office assistant on/off

1. Select **File** (in the upper left corner).
2. Select “**Out of Office Assistant**”.
3. Click “**Send automatic replies**”.
4. Click the check box “**Only send during this time range**”. Select a start and end date and time so the out of office assistant will automatically turn on/off.
5. In the automatically reply once for each sender with the following message text box, type the message that you want to send to other people while you are out.



Notice the “**Inside/Outside my Organization**” tabs in the auto-reply section. It is a good idea to insert your desired auto-reply message under both sections to make sure that inside/outside senders receive the notification. This can be accomplished with copy and paste.

