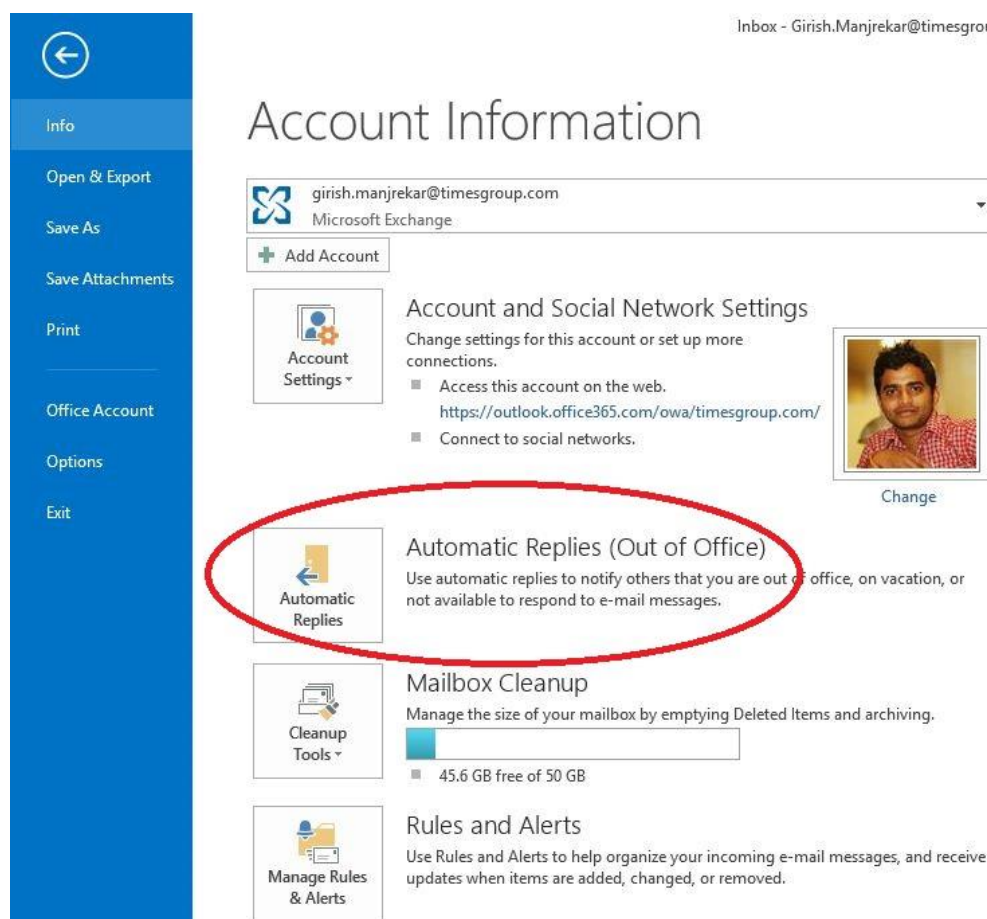


DID YOU KNOW?

HOW to Send automatic "Out-of-Office" replies from Outlook

- 1) Click **File > Automatic Replies**.



2) In the **Automatic Replies** box, select **Send automatic replies**

Automatic Replies - Girish.Manjrekar@timesgroup.com

☐ Do not send automatic replies



☒ Send automatic replies

☒ Only send during this time range:

Start time: Mon 04-07-2016 09:00

End time: Mon 25-07-2016 23:30

Automatically reply once for each sender with the following messages:

 Inside My Organization  Outside My Organization (Off)

Times New Roman 10 B I U A

Dear Sender,

Thank you for your mail. I am on leave till 25th July 2016 with limited email access. Please contact Mr KP Nidheesh (kp.nidheesh@timesgroup.com) incase of any TGIT escalations.

Regards
Girish Manjrekar

Rules... OK Cancel

- 3) On the **Inside My Organization** tab, type the response that you want to send to teammates or colleagues while you are out of the office.



Automatic Replies - Girish.Manjrekar@timesgroup.com

☐ Do not send automatic replies
☒ Send automatic replies

☒ Only send during this time range:

Start time: Mon 04-07-2016 09:00
End time: Mon 25-07-2016 23:30

Automatically reply once for each sender with the following messages:

 Inside My Organization  Outside My Organization (Off)

Times New Roman 10 B I U A

Dear Sender,

Thank you for your mail. I am on leave till 25th July 2016 with limited email access. Please contact Mr KP Nidheesh (kp.nidheesh@timesgroup.com) incase of any TGIT escalations.

Regards
Girish Manjrekar

Rules... OK Cancel

- 4) On the **Outside My Organization** tab, check the Auto-reply to people outside my organization box, and then type the response you want to send while you are out of the office. Select whether you want replies sent to My contacts only or to Anyone outside my organization who sends you messages.

Automatic Replies - Girish.Manjrekar@timesgroup.com

☐ Do not send automatic replies
☒ Send automatic replies

☒ Only send during this time range:

Start time: Mon 04-07-2016 09:00
End time: Mon 25-07-2016 23:30

Automatically reply once for each sender with the following messages:

☒ Inside My Organization ☒ Outside My Organization (On)

☒ Auto-reply to people outside my organization
☐ My Contacts only ☒ Anyone outside my organization

Calibri 12 B I U A

Hi,

I am on leave today. Please call me on 9923581790 incase anything needs my urgent attention.

Thanks & Regards
Girish

Rules... OK Cancel