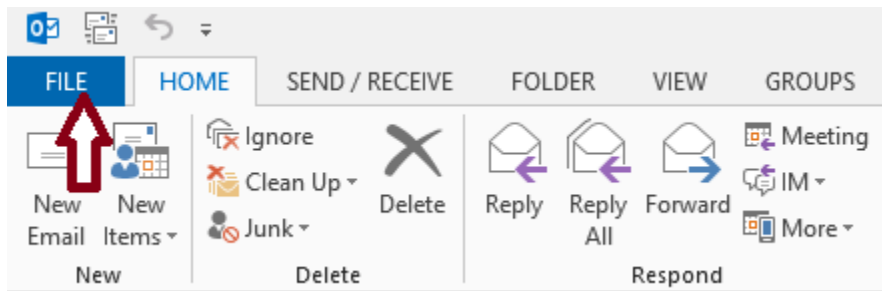
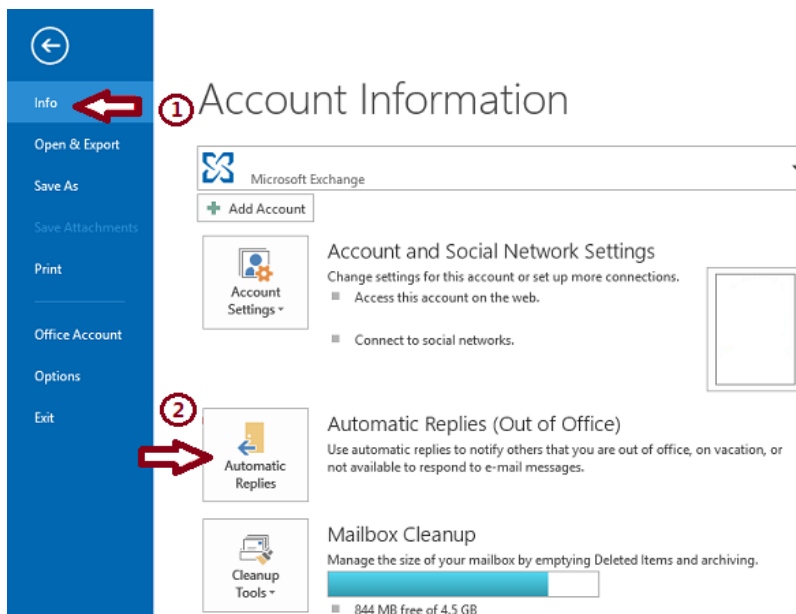


How to use the Out of Office Assistant in Outlook

1. Click the File tab, and then click the Info tab in the menu.



2. Click Automatic Replies (Out of Office)



3. In the **Automatic Replies** dialog box, select the **Send Automatic Replies** check box.
4. If you want to specify a set time and date range, select the **Only send during this time range** check box. Then set the **Start time**, and then set the **End time**.
5. In the **Inside my organization** tab, type the message that you want to send within your organization, and in the **Outside my organization** tab, type the message that you want to send outside your organization.
6. Click **OK**.
7. If you selected the “Only send during this time range” option in step 4, the **Automatic Replies (Out of Office)** feature will continue to run until the date and time set for the End Time in step 5 is reached.
Otherwise, the Automatic Replies (Out of Office) will continue to run until you repeat step 1 and select the “Do not send automatic replies” option.