Out of Office Assistant

1. Open Outlook.



3. Then select **Send Automatic Replies** and choose the time range for when you would like the out of office message to respond:

Automatic Replies - covey@law.unm.edu						
	Do not send automatic replies					
ŀ	Send automatic replies					
L	Only send dur	ing this time range:				
L	Start time:	Fri 8/8/2014 🔍	4:00 PM 👻			
L	End time;	Sat 8/9/2014 📼	4:00 PM 👻			
Ľ	Automatically reply once for each sender with the following messages:					
	Inside My Organization Coff					
l	Tahoma	▼ 10	B I U A	E 듣 ≢ ≢		
	Hi, I will be out of the office. If you need help during this time, please contact our Helpdesk at 7-8656 or helpdesk@law.unm.edu				our	

- 4. If you wish Out of Office messages to begin immediately, click OK
- 5. We do NOT recommend sending automatic replies **Outside My Organization**. This risks sending auto-replies to email lists to which you are subscribed, or confirming to spammers that your account is real.

Automatic Replies - covey@law.unm.edu					
Do not send automatic replies					
Send automatic replies					
Only send during this time range:					
Start time: Mon 8/11/2014 < 3:00 PM <					
End time: Tue 8/12/2014 < 3:00 PM <					
Automatically reply once for each sender with the following messages:					
Inside My Organization 📀 Outside My Organization (Off)					
Auto-reply to people outside my organization					
My Contacts only Anyone outside my organization					
Tahoma 🔻 8 👻 B I 🗓 🛓 🗐 🧱					
Rules OK Cancel					

Using Out of Office via WebMail

1. Go to Options, click on Set Automatic Replies



2. Complete as needed and click **Save** in the bottom right corner