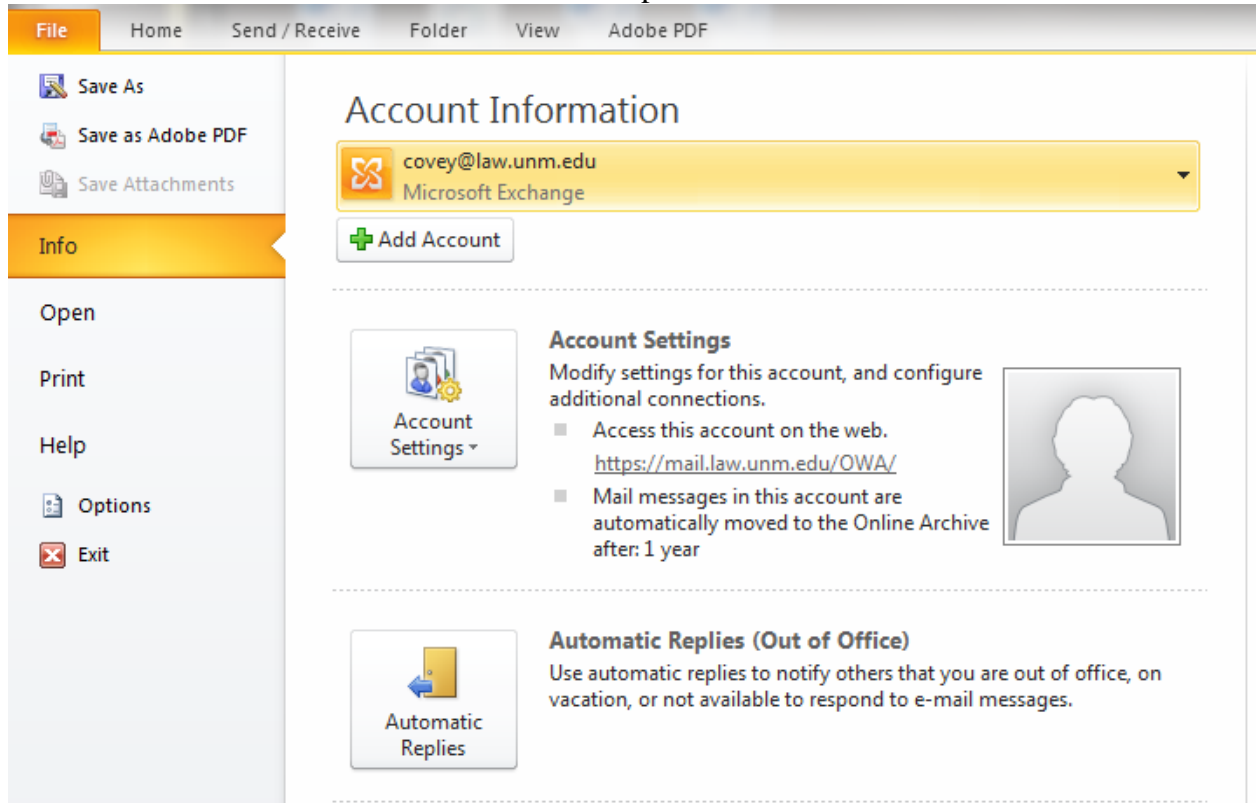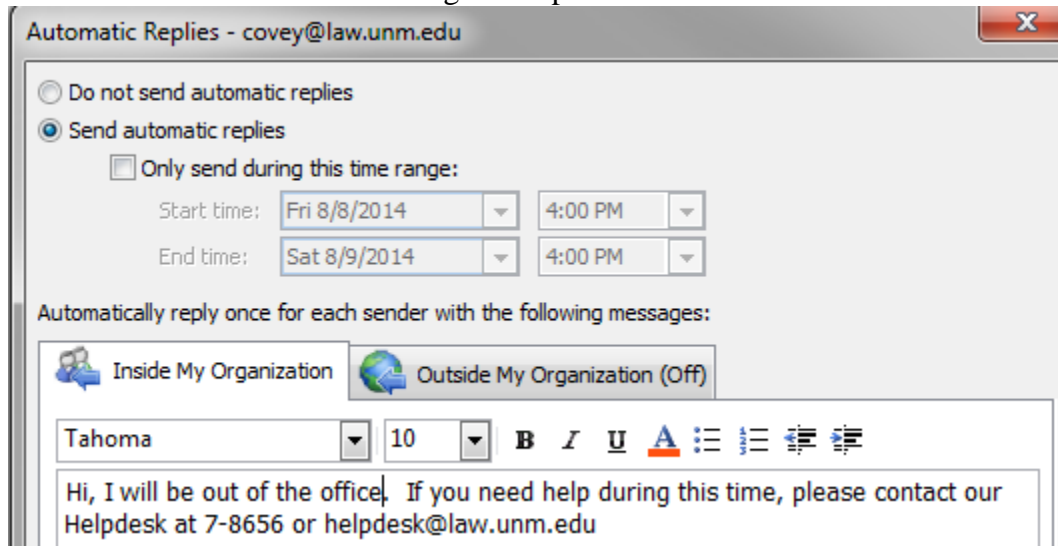# Out of Office Assistant

1. Open Outlook.
2. Go to the file tab and then select Automatic Replies

3. Then select **Send Automatic Replies** and choose the time range for when you would like the out of office message to respond:
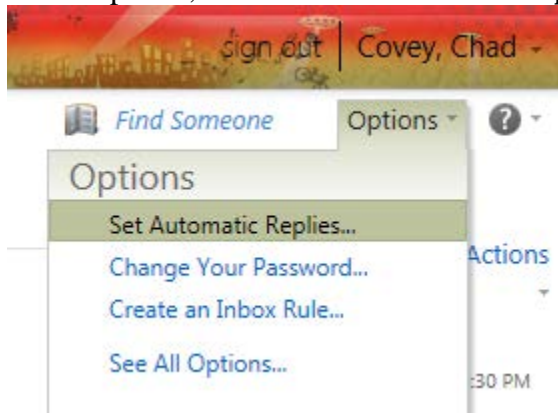
4. If you wish Out of Office messages to begin immediately, click OK
5. We do NOT recommend sending automatic replies **Outside My Organization.** This risks sending auto-replies to email lists to which you are subscribed, or confirming to spammers that your account is real.
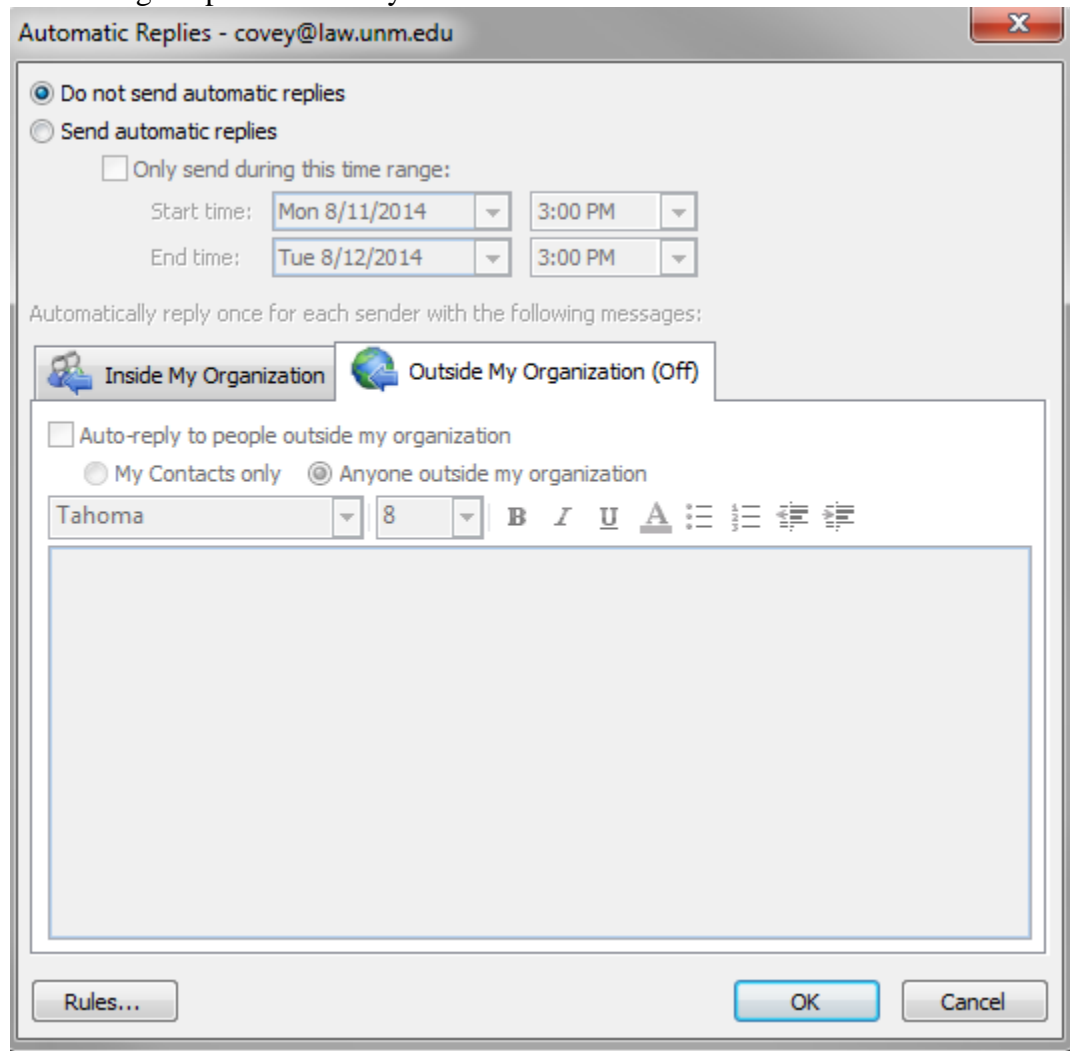
Using Out of Office via WebMail

1. Go to Options, click on **Set Automatic Replies**

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