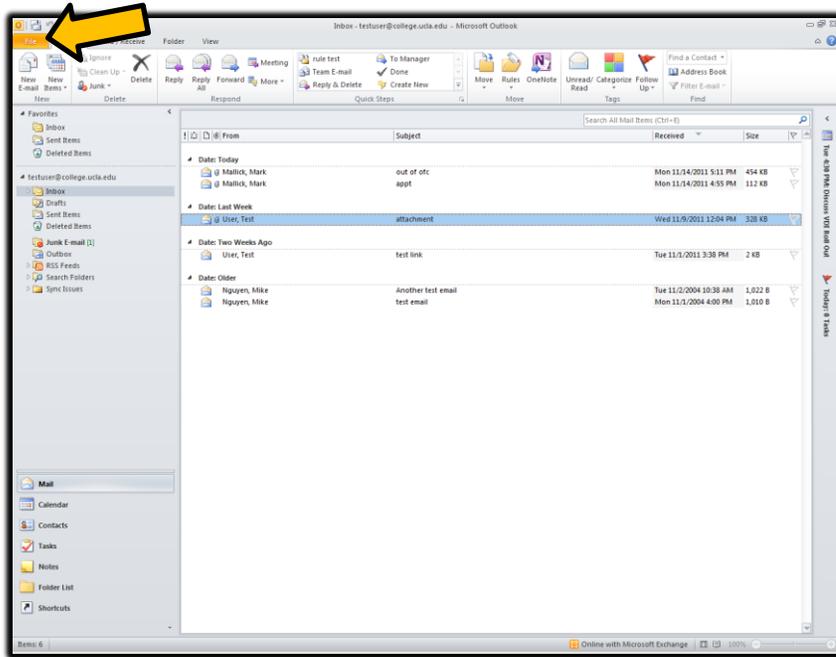
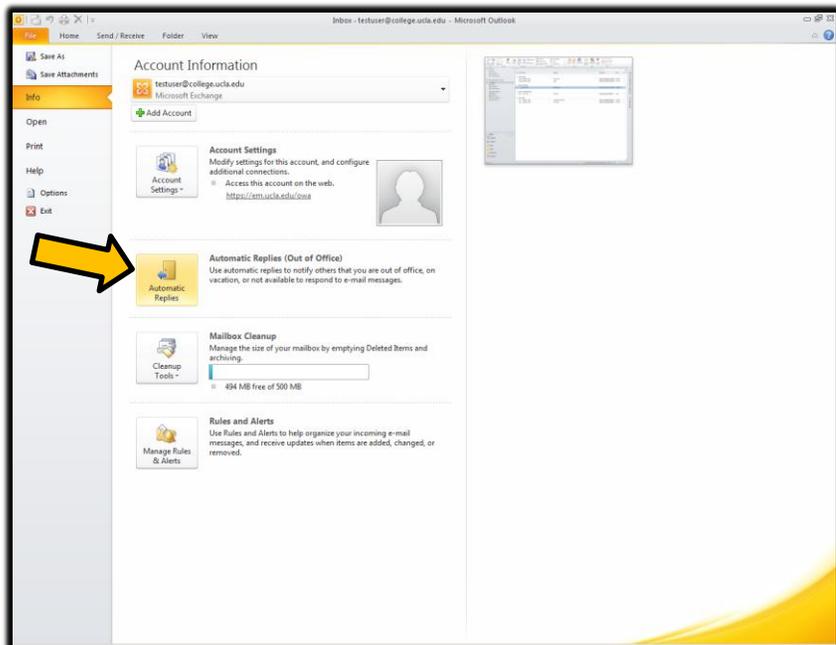


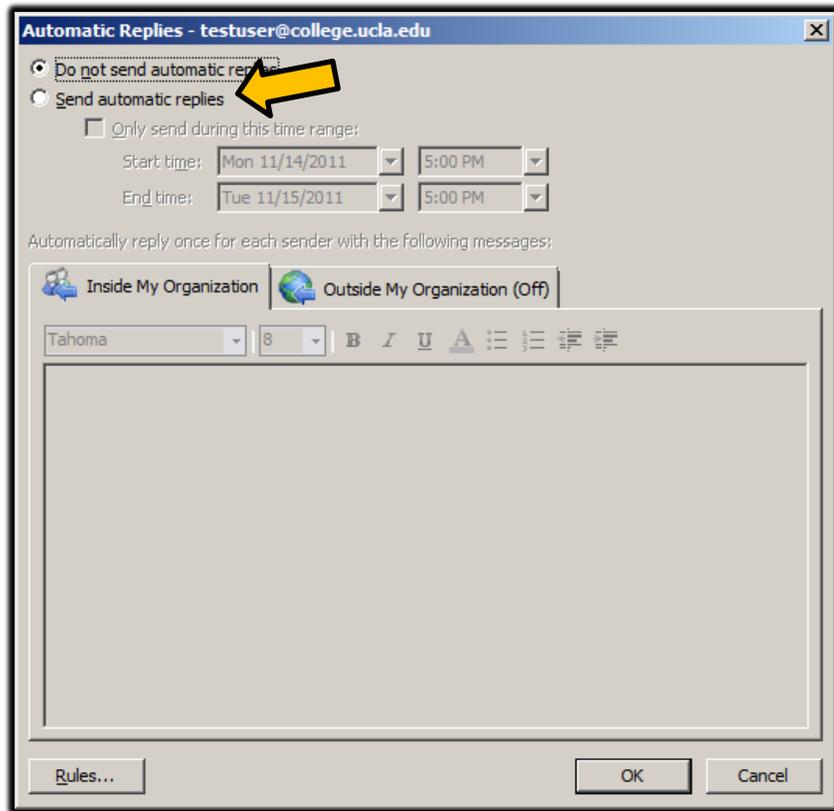
# HOW TO SET AN OUT OF OFFICE MESSAGE



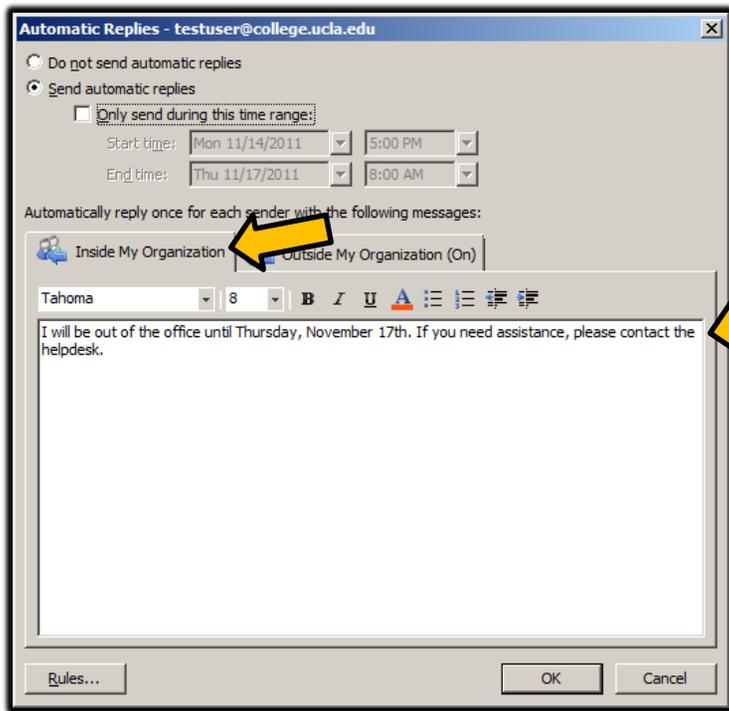
Click on the 'File' tab.



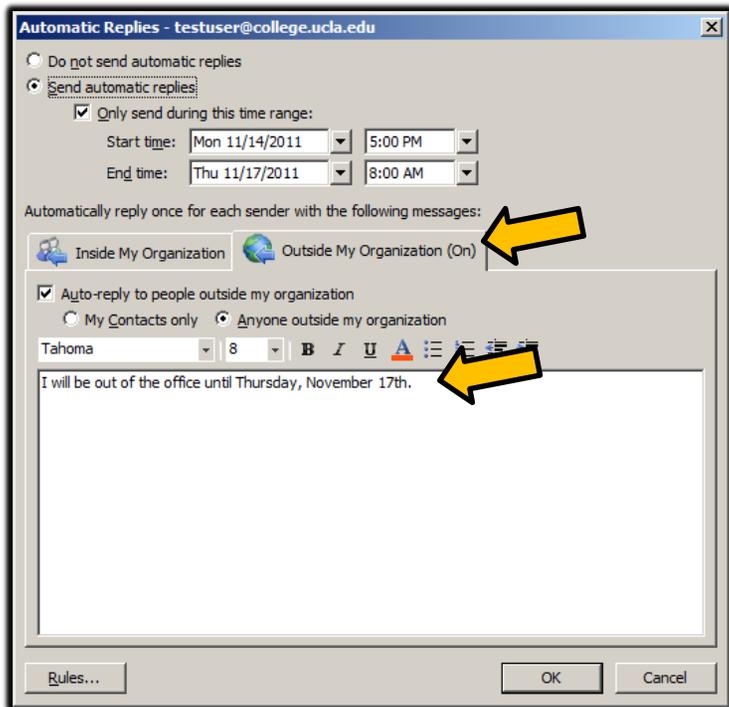
Click on the 'Automatic Replies' button.



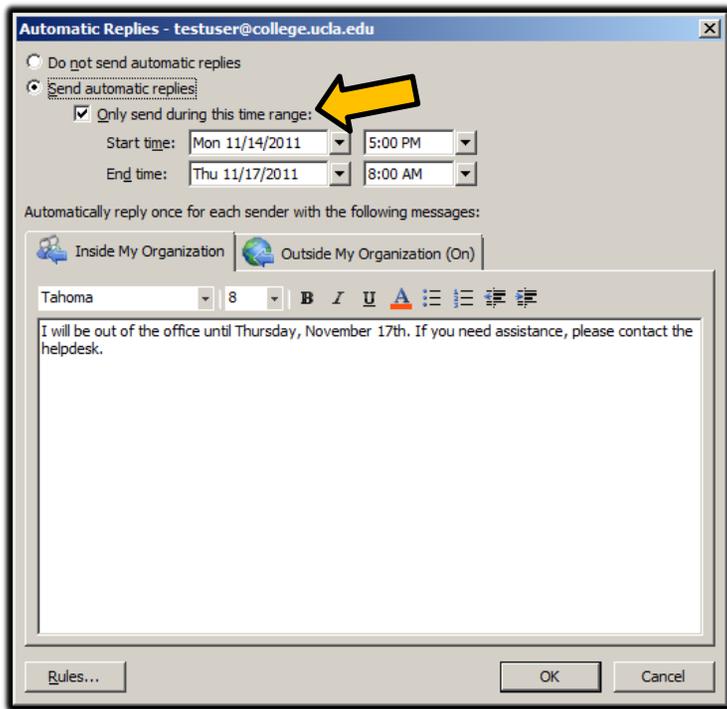
**To activate the Out of Office message, click on the 'Send Automatic Replies' radio button.**



If you prefer, recipients can receive different Out of Office replies depending on whether they are Inside or Outside the Organization. In our case, 'Inside My Organization' senders include anyone currently on Enterprise Messaging. This may include people from areas of campus outside the Division of Undergraduate Education (e.g. The Dean's Office.).



Senders from 'Outside My Organization' include people from those campus departments not yet on Enterprise Messaging, or anyone from off campus.



If you select the 'Only send during this time range:' radio button, the Out of Office message will only be sent during the specified times. If you do not select this option, the message will be sent until you manually turn it off.

