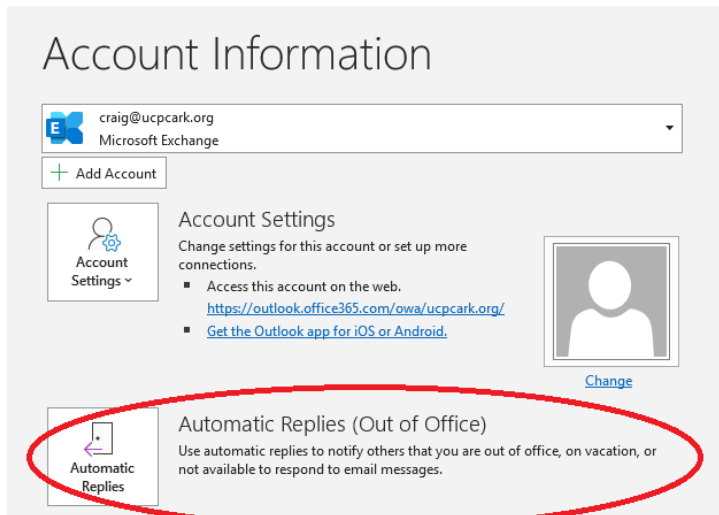
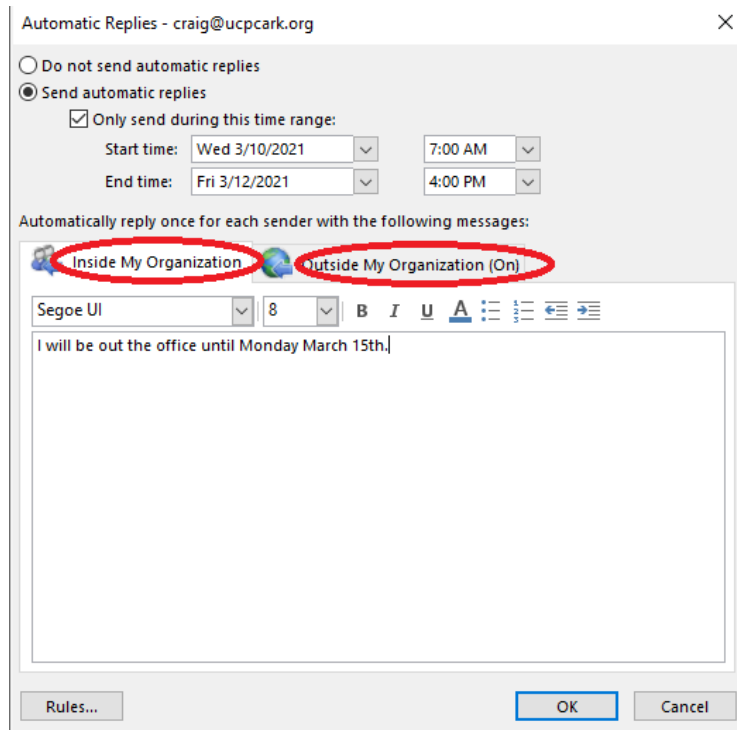


Setting Out of Office Message Instructions

1. Inside Outlook on Office Computer
2. **File > Under Account Information > Second Block > Automatic Replies (Out of Office)**



3. **Select automatic replies and check Only send during this time range and set specific date and time (Note: I did the End time below as the business day before upon my return)**
4. **Type your Out of Office send message for BOTH Inside and Outside My Organization. (See below)**



If same message: Type your Inside message > Press Ctrl+A to select > Ctrl+C to Copy > Select Outside message tab > Click in box > Ctrl+V to Paste message

5. **Select OK to set and start the Out of Office on select day and time.**
Note: You can setup your Out of Office at any time in future to start on a select day or period of days (only one out of office message can be set at a time until end time)