Out of Office Reply
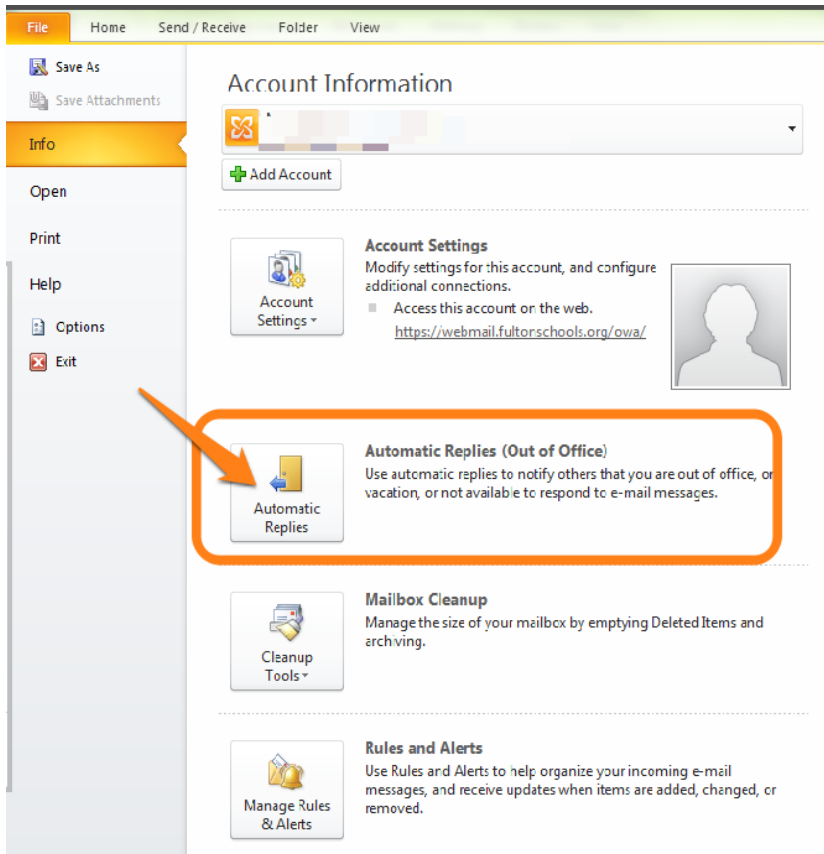
In Microsoft Outlook click File>Automatic Replies

Select 'Send Automatic Replies'>select 'Only send during this time range'>select dates>write message>click OK