## Out of Office Reply

## In Microsoft Outlook click File>Automatic Replies

File Home Send	/Receive Folder View
Save As	Account Information
Info	
Open	H Add Account
Print	Account Settings
Help	Account Account Account Account Account
Cptions	Settings
🔀 Exit	
	Automatic Replies (Out of Office) Use automatic replies to notify others that you are out of office, or vacation, or not available to respond to e-mail messages.
	Mailbox Cleanup Managethe size of your mailbox by emptying Deleted Items and archving.
	Rules and Alerts           Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, cr removed.

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

Automatic Replies - Mallardm@fultonschools.crg		
o pot send automatic replies		
Send automatic replies		
Only send during this time range: Setting connect dates		
Start time:	Sun 6/1/2014 🔹 10:00 AM 💌	
End time:	Thu 7/31/2014 🔹 11:00 AM 💌	
Automatically reply once	for each sender with the following messages:	
a .		
inside My Organ	ization Outside My Organization (On)	
Tahoma	▼ 8 ▼ B I <u>U</u> <u>A</u> ⊟ ∰ ∰	
Thank you for your e-mail. I am currently out of the office until Monday, August 26th and will reply		
to your e-mail when I return.		
Thank you,		
Marcia Mallard		
U V	Viille vour mesage here	
Rules	OK Cancel	
	Carcer	