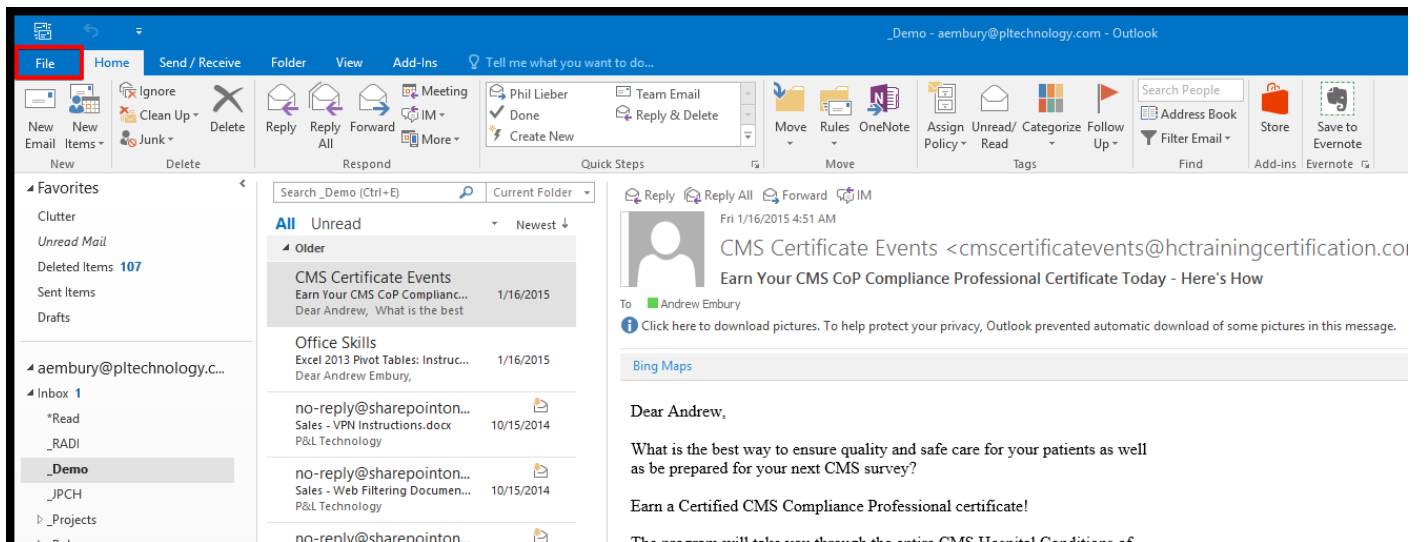




## Setting Out of Office Responder in Microsoft Outlook

1. Click the “File” menu item



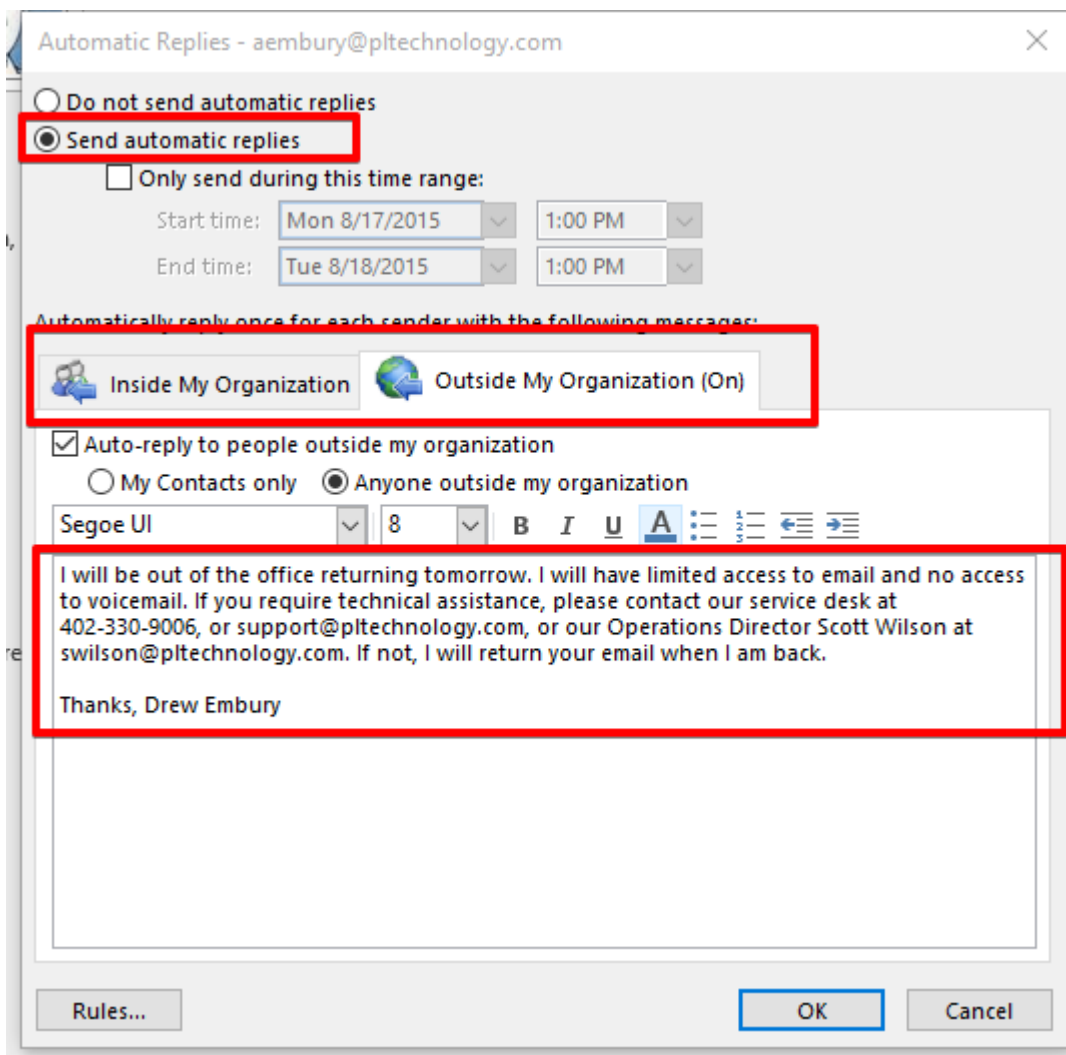


2. Click the “Automatic Replies” button

The screenshot shows the Outlook 'Account Information' page for the account aembury@pltechnology.com. The left-hand navigation pane includes options like 'Info', 'Open & Export', 'Save As', 'Print', and 'Office Account'. The main content area is titled 'Account Information' and contains several settings sections: 'Account Settings', 'Automatic Replies (Out of Office)', 'Mailbox Cleanup', 'Rules and Alerts', and 'Slow and Disabled COM Add-ins'. The 'Automatic Replies' button, which features a blue envelope icon with a white arrow, is highlighted with a red rectangular box. The 'Automatic Replies' section includes a description: 'Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.'



3. Complete the Automatic Replies Dialog box
  - a. Click the “Send Automatic Replies” button
  - b. Select either the “Inside My Organization” or “Outside My Organization” tab
  - c. Complete the message you wish to send to those inside or outside your organization
  - d. Click “Ok”
  - e. Options:
    - i. You can set to only reply during a certain time range. This can be useful for automatically turning it on at the start of your vacation



4. Reverse the steps to turn off the Out of Office functionality