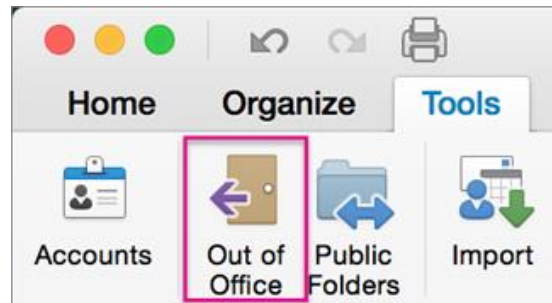


Set-up Automatic Replies Using the Outlook Client for MAC

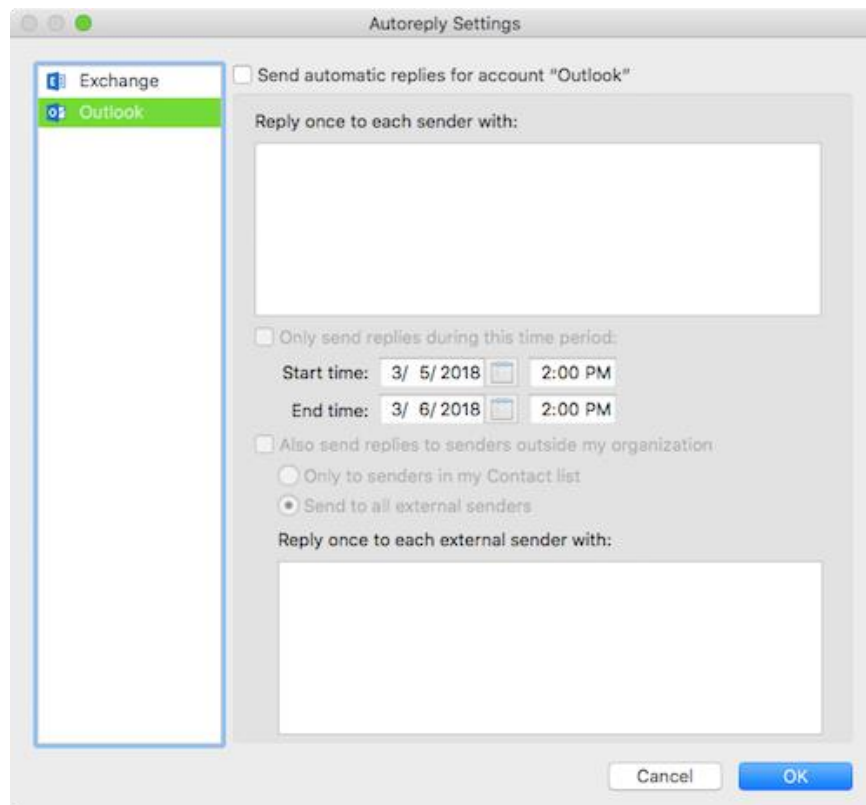
1. At the bottom left corner of the of the Outlook navigation pane, click on the **Mail** icon.



2. On the **Tools** tab, click **Out of Office**.



3. In the **Autoreply Settings** box, select the account on the left that you want to set-up the out of office reply for, then check the box for **Send automatic replies for account...**

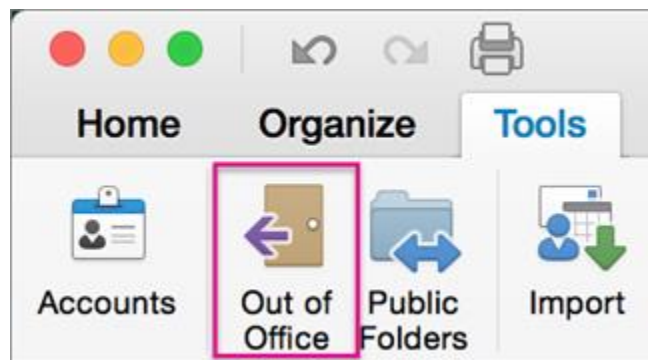


4. Under **Reply once to each sender with:**, enter your automatic reply response.
5. To set the start and end dates, select the box for **Only send replies during this time period**, and enter the start and end dates and times.
6. To set options for replying to people outside your organization, check the box for **Also send replies to senders outside my organization**.
 - You can select **Send to all external senders** or **Only to senders in my contact list**, and under **Reply once to each external sender with:**, enter your automatic reply.
7. Click **OK**.
8. To turn off automatic replies:

- At the bottom left corner of the of the Outlook navigation pane, click on the **Mail** icon.



- On the **Tools** tab, click **Out of Office**.



- Uncheck the box for **Send automatic replies for account...**
- Click **OK**.