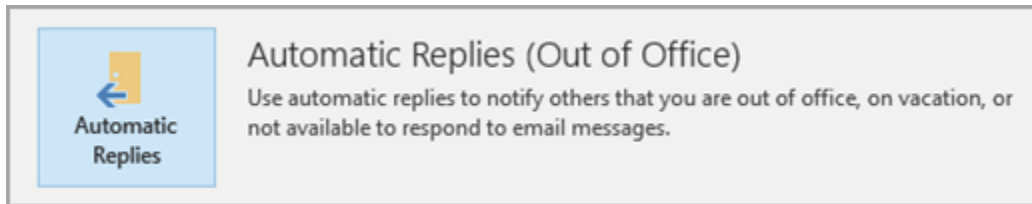
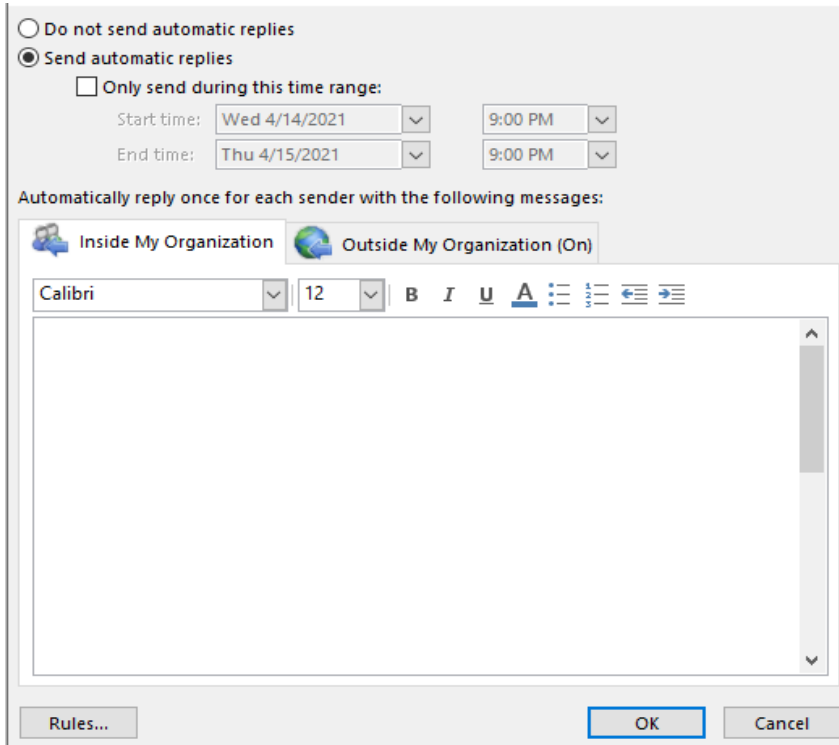


## Set-up Automatic Replies Using the Outlook Client for PC

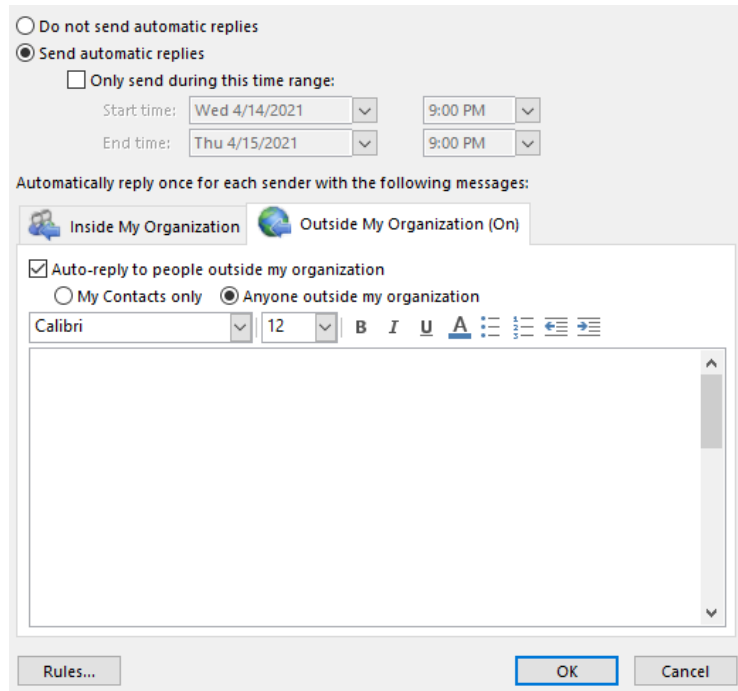
1. Select **File** from the top left of the Outlook client, then click on **Automatic Replies**.



2. In the **Automatic Replies** box, select the radio button for **Send automatic replies**.
  - *Optionally, set a date range for your automatic replies. This will turn off automatic replies at the date and time you enter for the end time. Otherwise, you will need to turn off automatic replies manually.*
3. On the **Inside My Organization** tab, type the response that you want to send to teammates or colleagues while you are out of the office. If you would like to turn on Automatic Replies for outside the organization as well, click on the **Outside My Organization** tab.



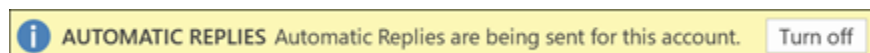
- On the **Outside my Organization** tab, check the box for **Auto-reply to people outside my organization**. You can choose to send to **My Contacts Only** or to **Anyone outside my organization**.



- Select **OK** to save your settings.

- To turn off automatic out-of-office replies.

- When Outlook is setup to send automatic replies, you'll see a message under the ribbon with this information. Select Turn off to disable automatic out-of-office replies. If you want to modify the dates for your automatic reply or the message sent, use the steps above to modify your settings.



- If you don't see this ribbon to turn off the automatic replies, you can click on **File** from the top left and then choose **Turn Off**, which will be under the Automatic Replies section.

