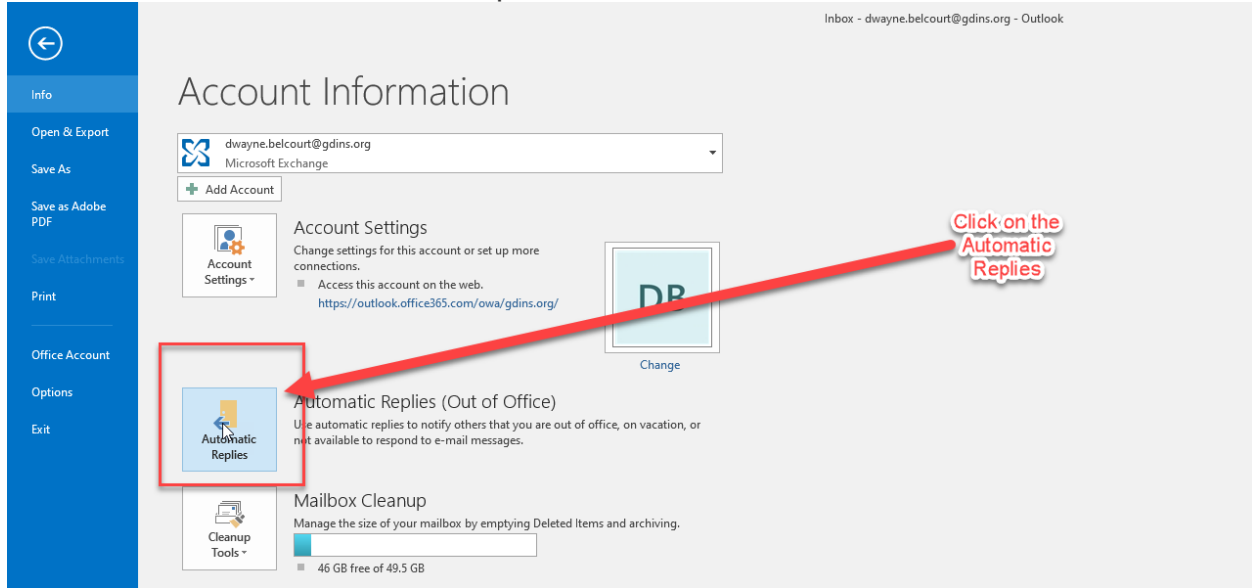
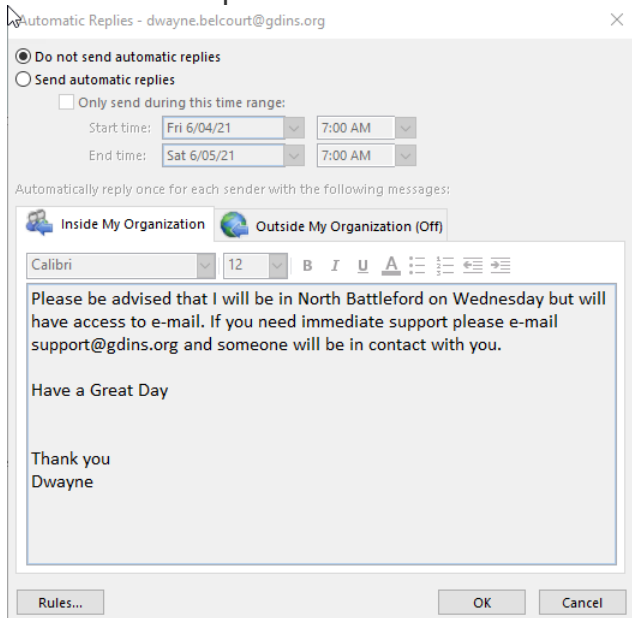


How to Set an Out of Office Reply in Outlook 2016 and Up

1. Click File and Automatic Replies.



2. You will presented with the Automatic Replies Box



3. To enable the Automatic Replies you will need to click on Send automatic replies

Automatic Replies - dwayne.belcourt@gdins.org

Do not send automatic replies

Send automatic replies

Only send during this time range:

Start time: Fri 6/04/21 7:00 AM

End time: Sat 6/05/21 7:00 AM

Automatically reply once for each sender with the following messages:

Inside My Organization Outside My Organization (On)

Calibri 12 B I U A

Please be advised that I will be in North Battleford on Wednesday but will have access to e-mail. If you need immediate support please e-mail support@gdins.org and someone will be in contact with you.

Have a Great Day

Thank you
Dwayne

Rules... OK Cancel

4. There are two options you can customize your Out of Message for internal and external. Type in the message that you would like people to see while you are out of the Office. You are also able to set the time range that you would like the system to send out the Out of Office reply for internal and external. Once you are happy with your message to be sent out click ok.