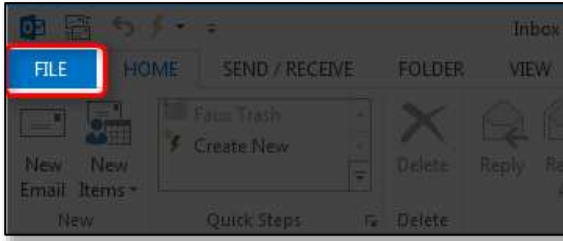
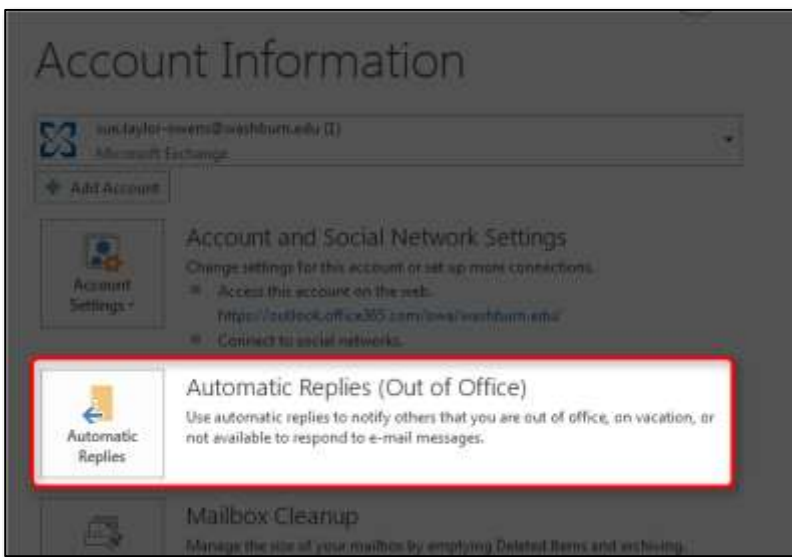


Setting Up Automatic Replies in Desktop Outlook

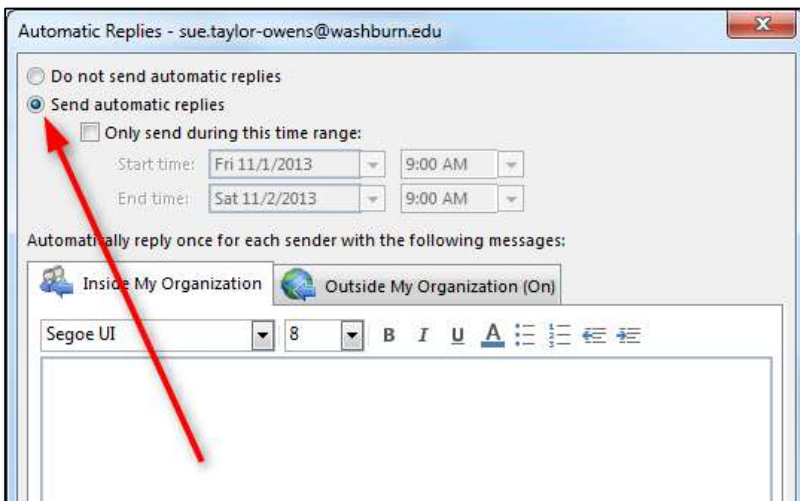
1. Open **Outlook**
2. Click on the **File** tab



3. Choose **Automatic Replies (Out of Office)**

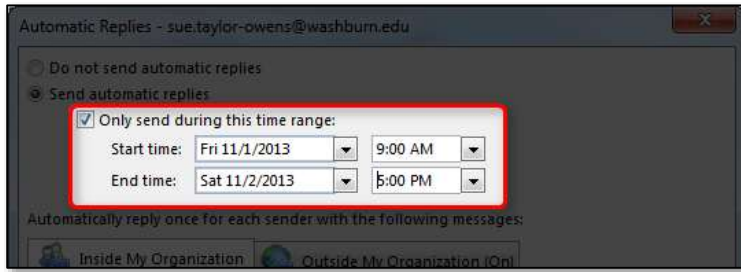


4. Select **Send automatic replies**

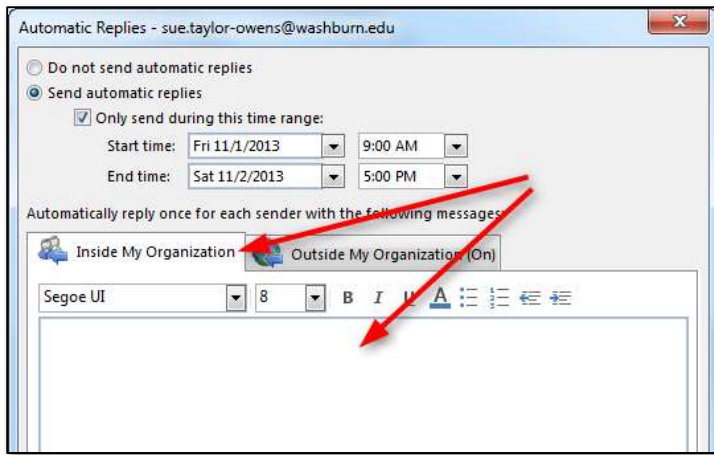


Setting Up Automatic Replies in Desktop Outlook

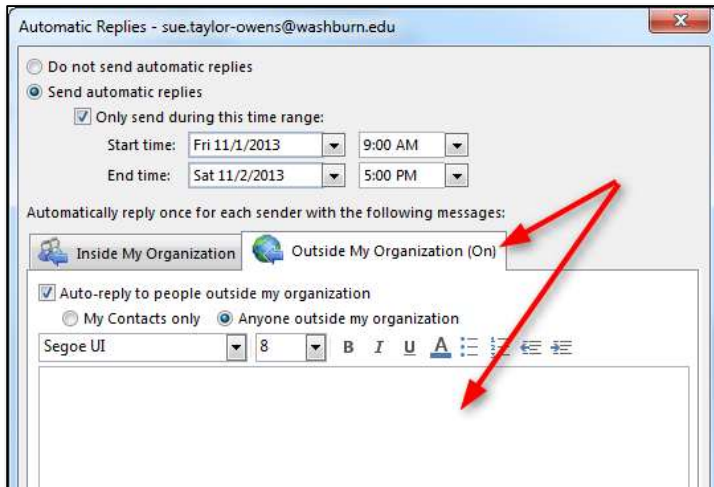
5. Optionally, select **Only send during this time range** and set the date range you will be gone (if you don't do this step, you will need to come back to these settings when you want to turn the automatic replies off)



6. Enter the **message for your reply to people at Washburn** on the first tab



7. Enter the **message for your reply to people outside of Washburn** in the second tab



8. Click the **OK** button

