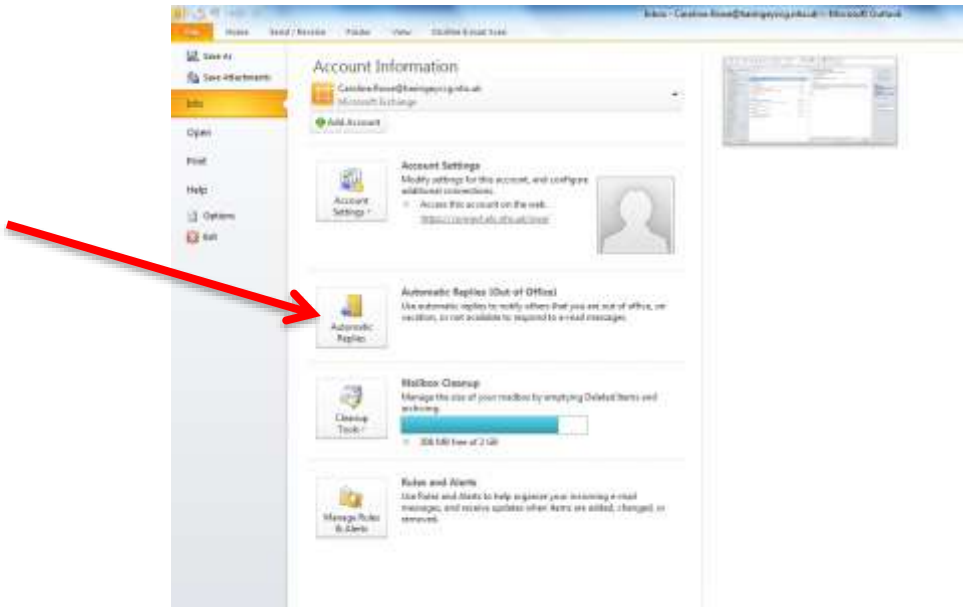
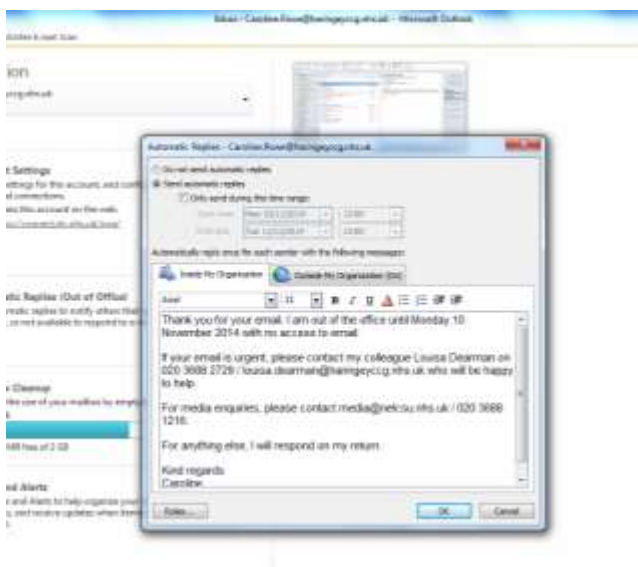


Setting up an automatic out of office reply email

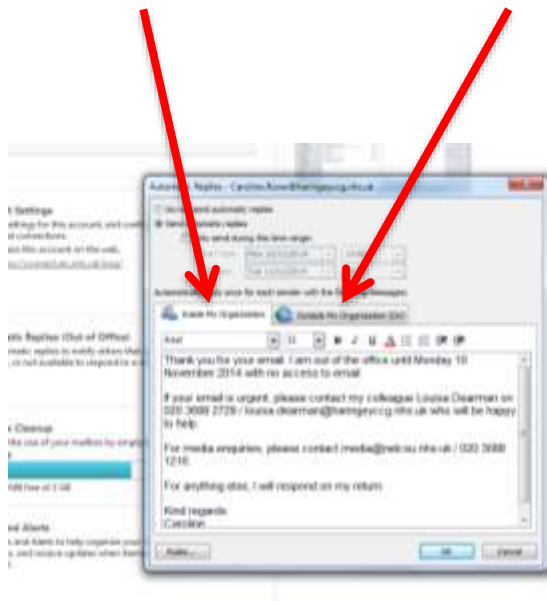
1. In Outlook, click the 'File' tab
2. Click the 'Info' tab in the left hand column
3. Click the 'automatic replies' button



4. Click 'send automatic replies'
5. Complete the text, giving people the dates you will be out of the office and someone else they can contact in your absence:



6. Make sure you copy and paste the text into both the 'Inside my organisation' tab and the 'Outside my organisation' tab:



7. Click 'OK'
8. To turn off, click File>Info>Automatic Replies>Turn off