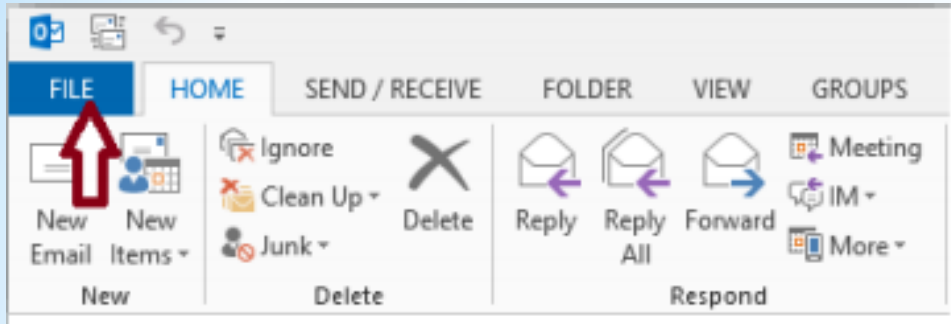


# Automatic Replies



Click File Tab > Info



Click Automatic Replies  
(Out of Office)

Click: Send Automatic Replies

- You can define a specific time frame.
- You can leave blank (no start or end time)
- You can have personalized messages for:
  - Inside my organization
  - Outside my organization

Automatic Replies - amoukahhal@netways.com

☒ Do not send automatic replies

☐ Send automatic replies

☐ Only send during this time range:

Start time: Wed 7/20/2016 3:00 PM

End time: Thu 7/21/2016 3:00 PM

Automatically reply once for each sender with the following messages:

Inside My Organization Outside My Organization (Off)

Segoe UI 8 B I U A

Rules... OK Cancel