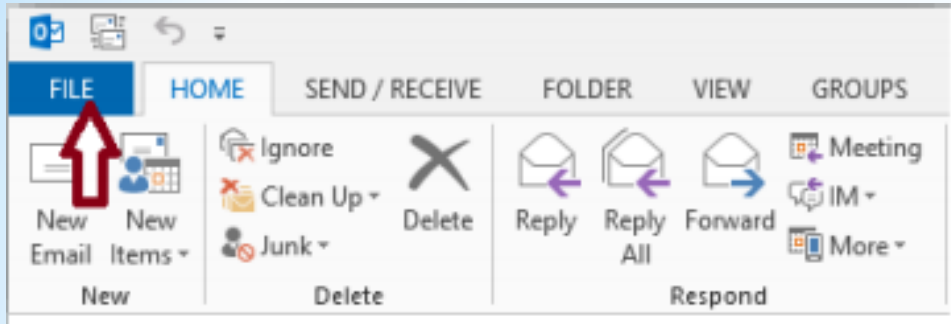# Automatic Replies

Click File Tab > Info

Click Automatic Replies
(Out of Office)

FRONTIER

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

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