# AUTOMATIC REPLIES (OUT OF OFFICE)

The Automatic Replies feature generates automatic replies to e-mail messages that are received when you are out of the office for a period of time. Each time the assistant is activated, an automatic reply is sent to someone the first time a message is sent. A different message can be sent to senders in and outside the organization. To activate the Automatic Replies feature follow the instructions below.

✝ Click the **File Tab**.
✝ On the **Info Tab**, click the **Automatic Replies** button (see illustration below).

✝ The **Automatic Replies** dialog box will appear (see illustration below).
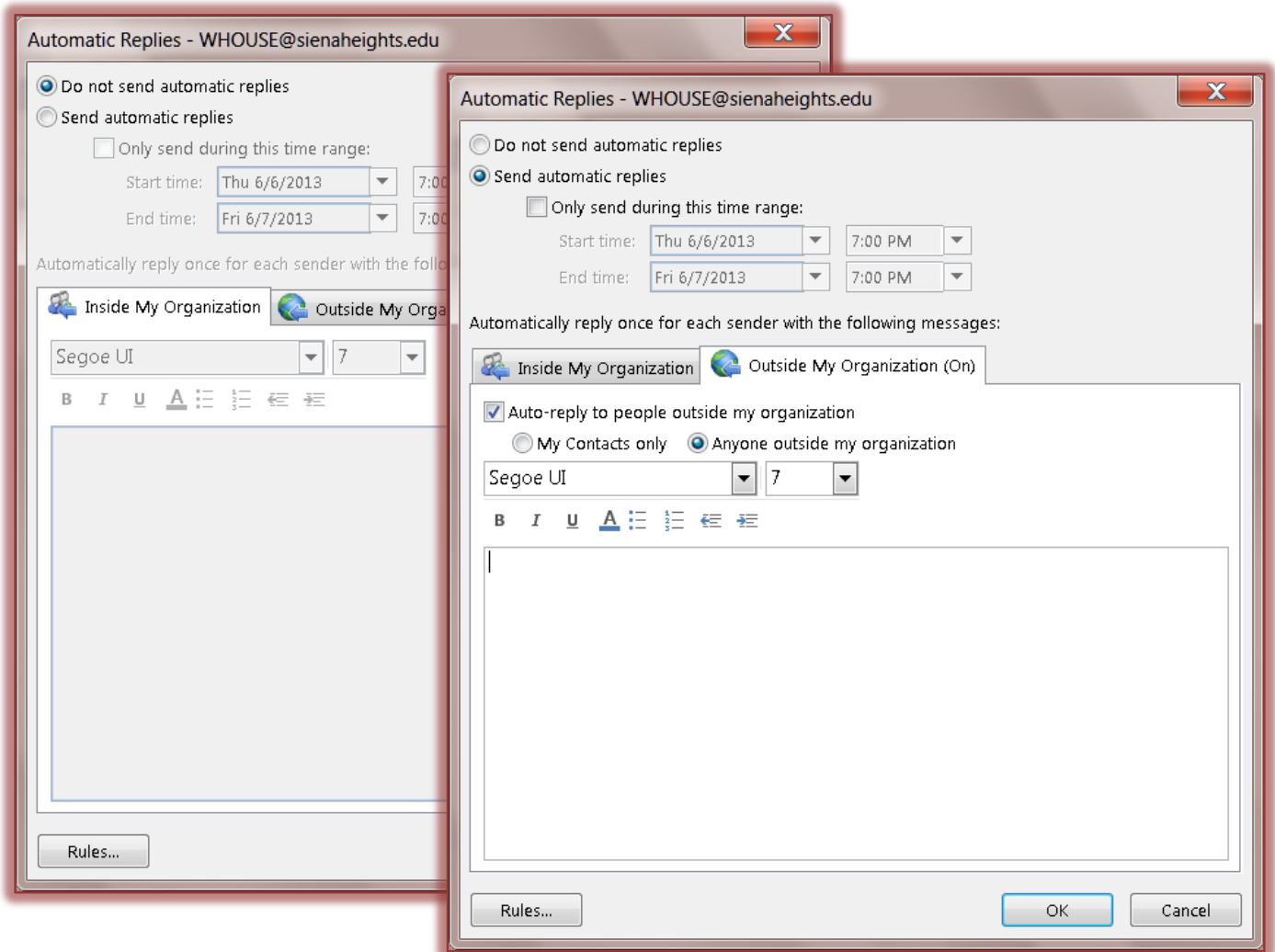
✝ Click the **Send automatic replies** option button.

- To set date and time restrictions for the reply, click the **Only send during this time range** check box.
- In the **Start Time** and **End Time** areas, select the dates and times for when the messages should be sent.
- Click the **Inside My Organization** tab to input the message that is to be sent to senders within the organization.
- Use the **Formatting** toolbar to apply formatting options to the message.
- Click the **Outside My Organization** tab to input the message that is to be sent to senders from outside the organization.
- Click the **Auto-Reply to people outside my organization** check box to send a message to senders from outside the organization.
- Choose one of the two options after making the above selection.
- Input the message that is to be sent.
- Click **OK** to activate the **Automatic Replies**.