

- 🖨️ Click one of the two options at the top of the window. These are:
 - ✦ **Don't send Automatic Replies** – This option should be chosen when you are in the office.
 - ✦ **Send Automatic Replies** – Select this option when you are going to be out of the office for a period of time.
- 🖨️ Click the **Send replies only during this time period** check box if you want to specify the start and end time and date when the message should appear.
- 🖨️ In the text box, input the message that is to appear for people within the Siena community.
- 🖨️ Make any formatting changes to the message using the formatting toolbar. For a description of each of the buttons on this toolbar see the table at the end of this document.
- 🖨️ Click the check box for the option to **Send automatic reply messages to senders outside my organization** to specify a message for those outside of Siena.
- 🖨️ Click one of the option buttons:
 - ✦ **Send replies only to senders in my Contacts list** – When this option is chosen, a message will be sent to only those people who are listed in your Contacts list.
 - ✦ **Send replies to all external senders** – Choose this option to send a message to anyone outside the organization who sends you an email message.
- 🖨️ Input the message to **External Senders** in the message box at the bottom of the window.
- 🖨️ Click the **Save** button in the bottom right corner of the window to save the settings.

Formatting Toolbar

This toolbar is used to apply formatting to text within the email message. Not all of the buttons listed in this table will be displayed on the toolbar. To display additional buttons, click the Customize button at the end of the toolbar.

Button and Image	Description
Bold 	Use this button to apply bold formatting to selected text within the message.
Italics 	This button is used to apply italic formatting to selected text within the message.
Underline 	To underline selected text in the message, click this button.
Font Type 	To change the type of font that is used for the message, click this button and then select the type of font.
Font Size 	Click the button and then select the size of font that is to be used.
Highlight 	To apply highlighted color to selected text within the message, click this button. A gallery of different colors will display.
Font Color 	Click this button to apply the default color to selected text within the message. A gallery of different colors will display. Click the color to select it.
Bullets 	This button is used to create a bulleted list within the message.
Numbering 	To number a list of items within a message, click this button.

Button and Image		Description
Decrease Indent		To remove a temporary left margin or move the left margin back by 0.5-inch increments, within a message, click this button.
Increase Indent		To set a temporary left margin at 0.5-inch increments, click this button.
More		To view the formatting features listed below, click this button.
Align Left		Click this button to align a paragraph at the left margin.
Center		To center a paragraph within a message, click this button
Align Right		Use this button to align a paragraph in the message at the right margin.
Insert Hyperlink		To insert a hyperlink to a Web page or another document, click this button. A dialog box will open where the information for the link can be input.
Remove Hyperlink		Once a hyperlink has been created, this button is used to remove the hyperlink.
Superscript		Use this button to apply superscript formatting to selected text in the message.
Subscript		Click this button to apply subscript formatting to selected text within a message.
Strikethrough		This button is used to place a line through selected text within the message.
Alternate Text for Images		Alternate is used by Screen Readers to communicate to a visually impaired reader what the image is.
Left-to-Right		This button is used to input text left-to-right. This is the default option.
Right-to-Left		To input text right-to-left, click this button. This is the direction that languages such as Arabic are input.
Undo		Use this button to undo a previous formatting action. Clicking the button more than one time will undo several actions.
Redo		This button is used to redo a previous action. Clicking the button more than one time will redo several previous actions.
Remove Formatting/Eraser		This button is used to remove formatting from selected text in the message.
Insert Table		To insert a table within the message, click this button.