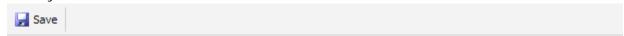
How to Create a Vacation Message

- 1. Click on Options
- 2. Click Out of Office Assistant on the left side of the screen
- 3. Set the options that you would like and type your out of office message in the box.
- 4. When you are finished click Save

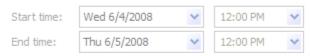




Out of Office Assistant

Create Out of Office messages here. You can either choose to send auto-replies to senders while you are out of the of time.

- Do not send Out of Office auto-replies
- O Send Out of Office auto-replies
 - Send Out of Office auto-replies only during this time period:



Send an auto-reply once to each sender inside my organization with the following message:

