


# How to Create a Vacation Message

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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**

 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

☐ Send Out of Office auto-replies

☐ Send Out of Office auto-replies only during this time period:

Start time:

Wed 6/4/2008

12:00 PM

End time:

Thu 6/5/2008

12:00 PM

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

Cambria

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**B**

*I*

U

































I'm out of the office