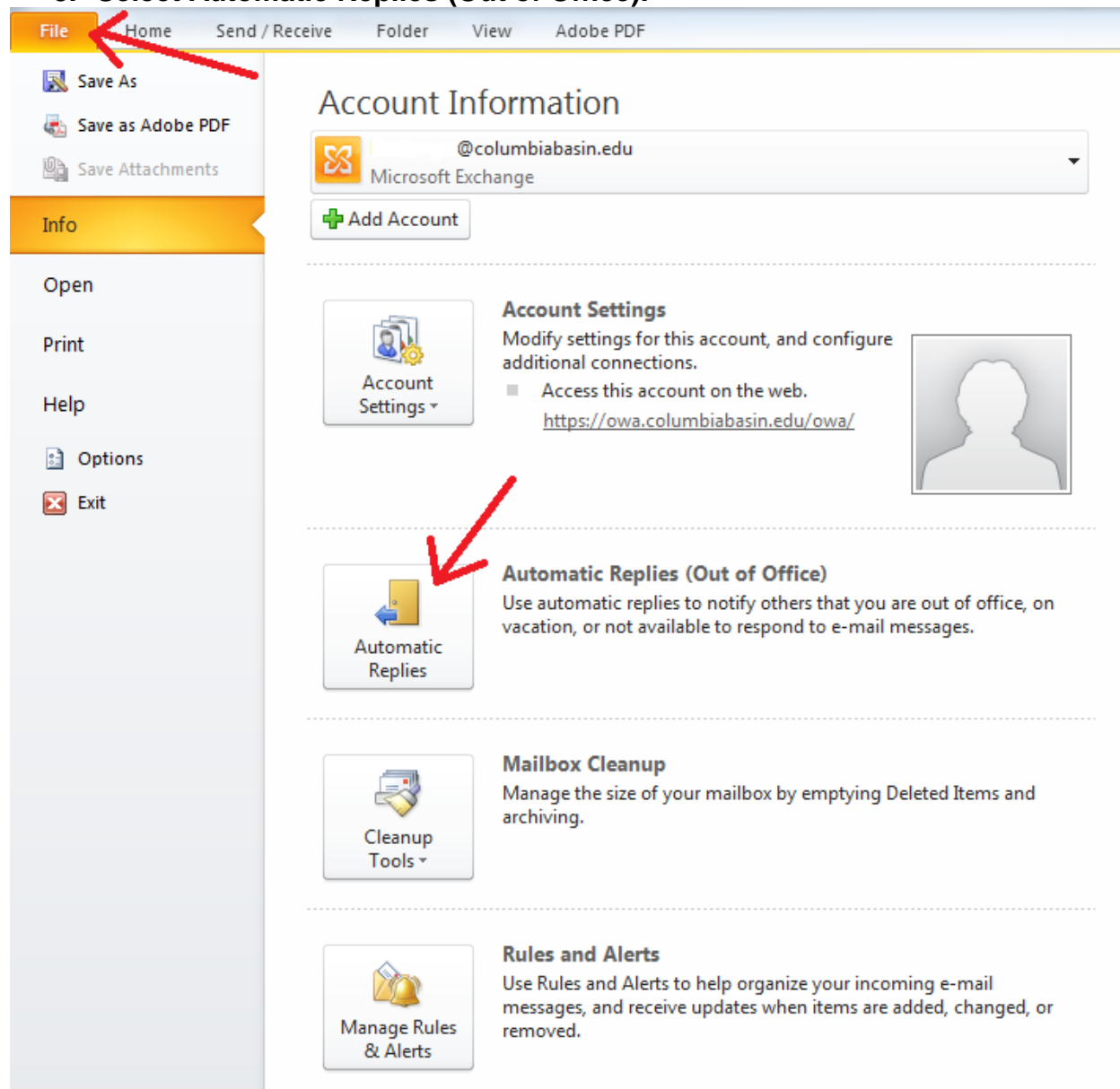
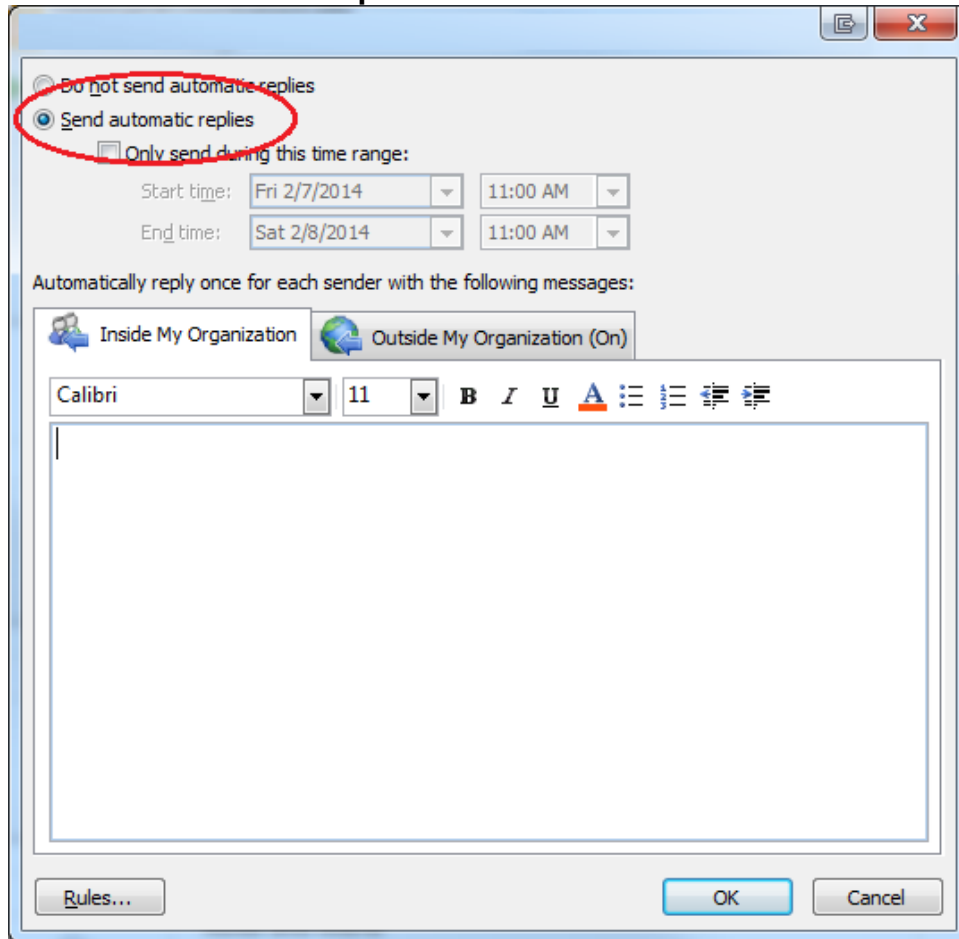


How to set Out of Office auto-replies in Outlook

1. Open Outlook.
2. Select File.
3. Select Automatic Replies (Out of Office).



4. Select “Send automatic replies”.

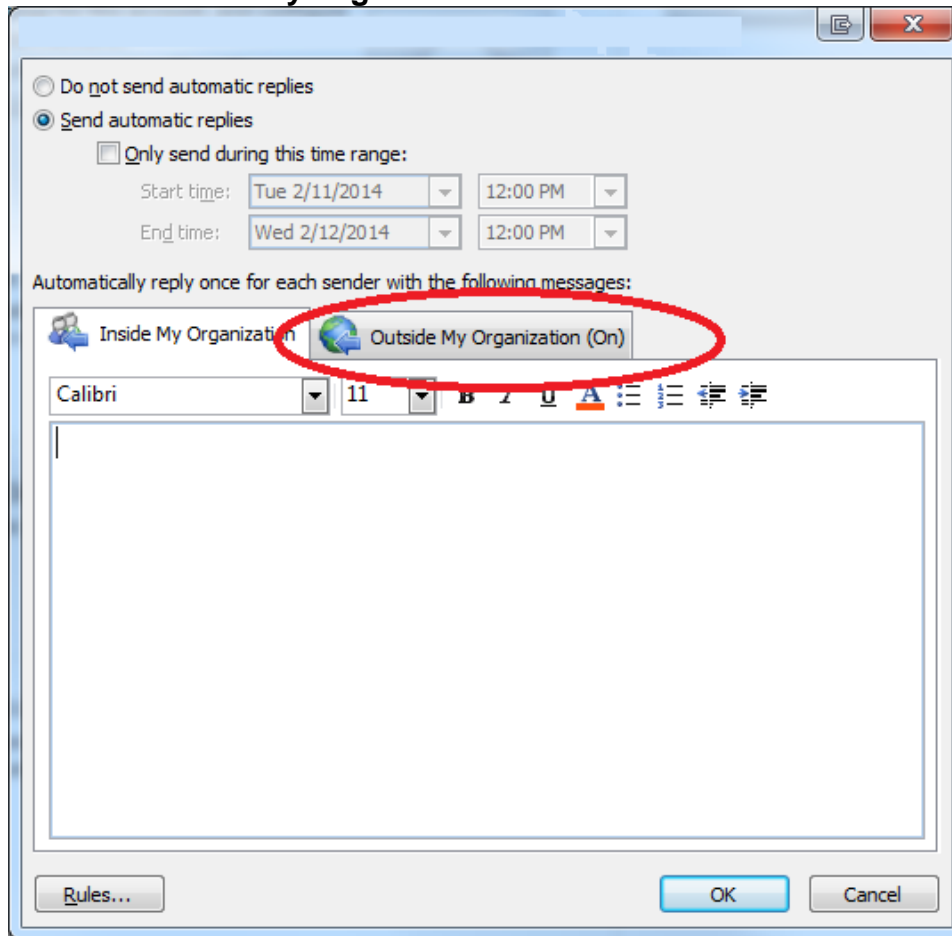


5. Select “Only send during this time range” if you know the dates you will be out.

- a. Adjust the Start time to the date and time you want to begin sending auto replies.
- b. Adjust the End time to the date and time you want to stop sending auto replies.

6. If you are leaving and don't know when you'll be back, you do not need to select “Only send during this time range”.

7. Type the reply you want CBC employees to receive while you're away. Then select the "Outside My Organization" tab.



8. Type in the same message as you did for CBC employees, or a different message for external emails.

9. Choose OK to close.

