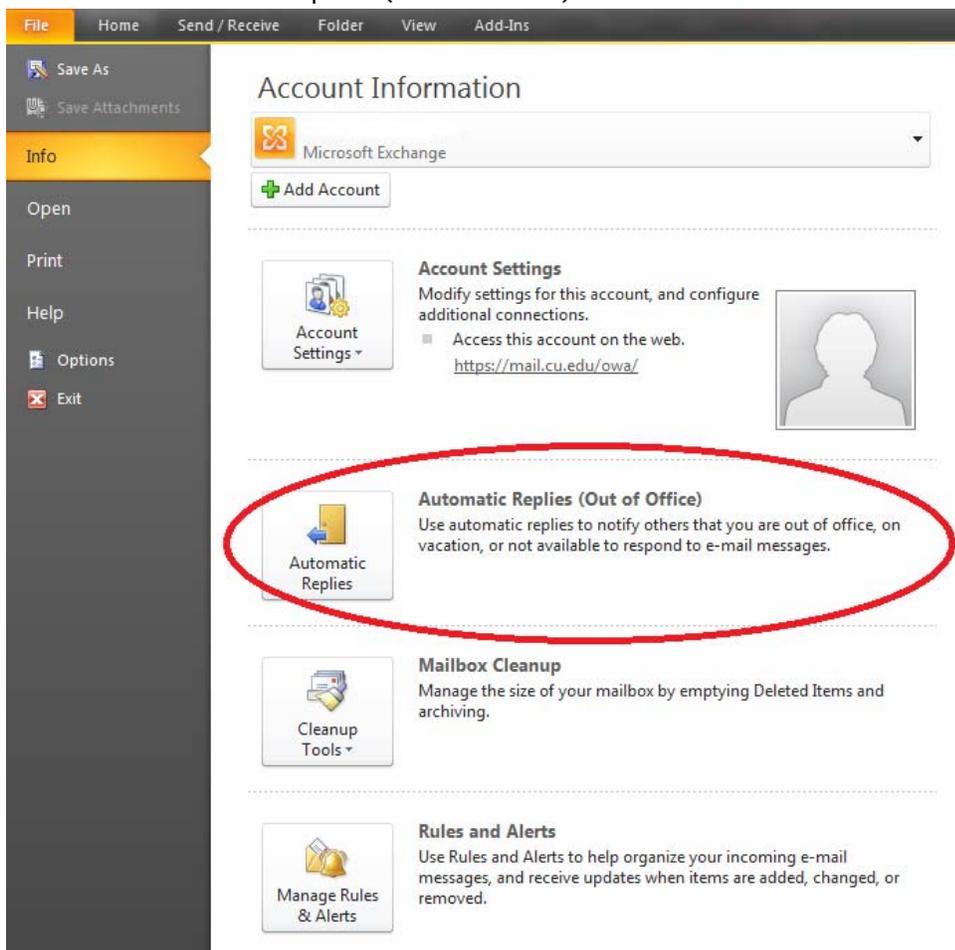


How to Setup Out of Office in Outlook 2010

Click on "File"



Click on "Automatic Replies (Out of Office)"



Select "Send automatic replies"

Do not send automatic replies
 Send automatic replies
 Only send during this time range:
Start time: Mon 10/1/2012 8:00 AM
End time: Wed 10/3/2012 5:00 PM
Automatically reply once for each sender with the following messages:

If you would like to enter the dates and times you will be out of the office check "Only send during this time range:" and select the date and time.

Do not send automatic replies
 Send automatic replies
 Only send during this time range:
Start time: Mon 10/1/2012 8:00 AM
End time: Wed 10/3/2012 5:00 PM
Automatically reply once for each sender with the following messages:

Type your out of office reply in the space allotted and click "Ok"

Automatic Replies -

Do not send automatic replies
 Send automatic replies
 Only send during this time range:
Start time: Fri 9/28/2012 2:00 PM
End time: Sat 9/29/2012 2:00 PM
Automatically reply once for each sender with the following messages:

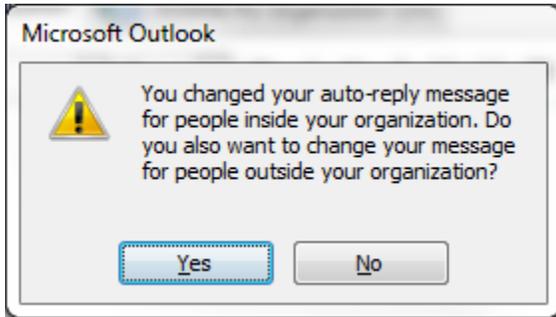
Inside My Organization Outside My Organization (On)

Tahoma 8 B I U A [List Bulleted] [List Numbered] [List None]

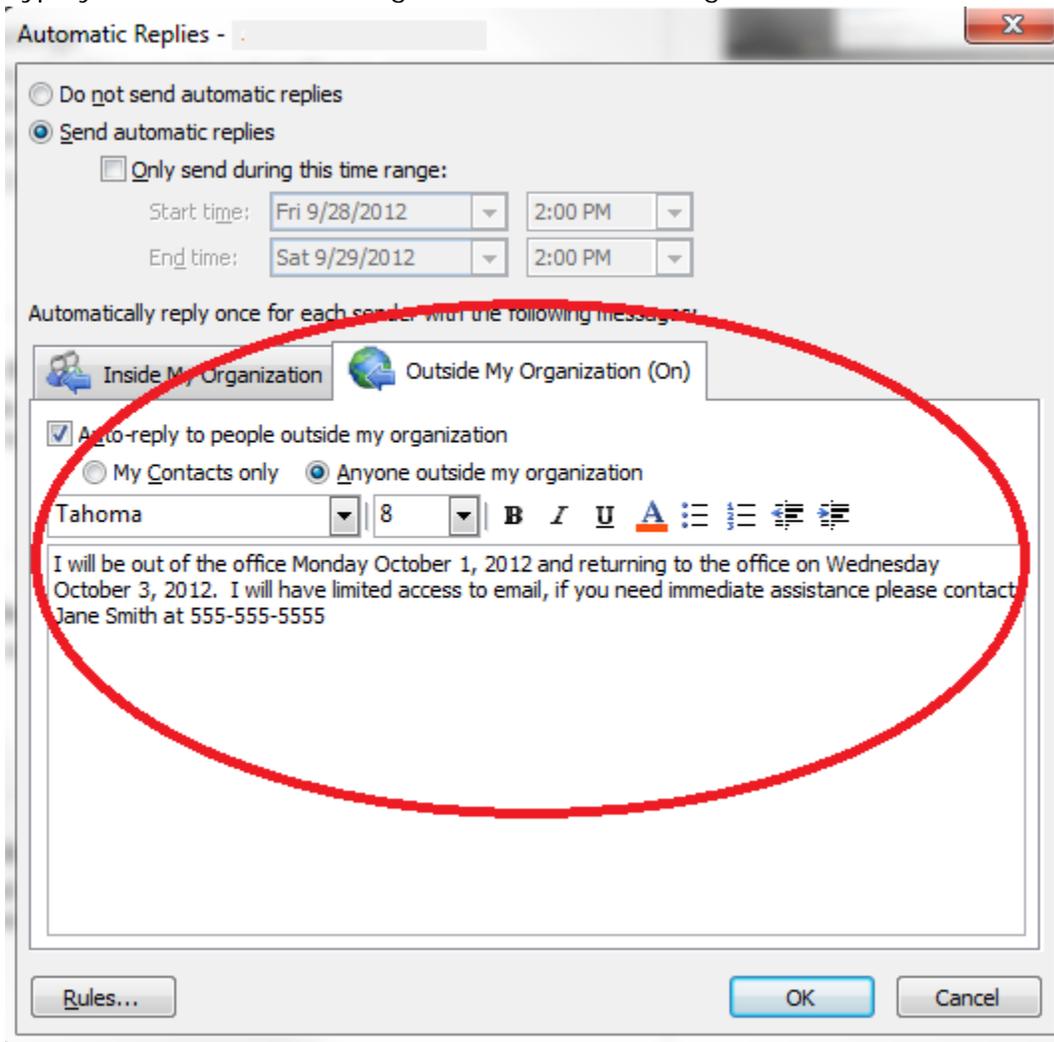
I will be out of the office Monday October 1, 2012 and returning to the office on Wednesday October 3, 2012. I will have limited access to email, if you need immediate assistance please contact Jane Smith at 555-555-5555. |

Rules... OK Cancel

Click "Yes"



Type your out of office message for outside of the Organization and click ok



Your out of office reply is now turned on.

The screenshot shows the Microsoft Exchange 'Account Information' page. The top navigation bar includes 'File', 'Home', 'Send / Receive', 'Folder', 'View', and 'Add-Ins'. The left sidebar contains 'Save As', 'Save Attachments', 'Info', 'Open', 'Print', 'Help', 'Options', and 'Exit'. The main content area is titled 'Account Information' and shows the user 'Dani.Valenti@cu.edu' on a 'Microsoft Exchange' account. Below this is an 'Add Account' button. The 'Account Settings' section includes a description, a checkbox for 'Access this account on the web' with the URL 'https://mail.cu.edu/owa/', and a placeholder for a profile picture. The 'Automatic Replies (Out of Office)' section is highlighted with a red oval; it contains a description, a checked checkbox for 'Automatic replies are being sent.', and a 'Turn off' button. Below this are sections for 'Mailbox Cleanup' and 'Rules and Alerts'.

When you return to the office, click on "Turn off". This will stop the automatic replies.