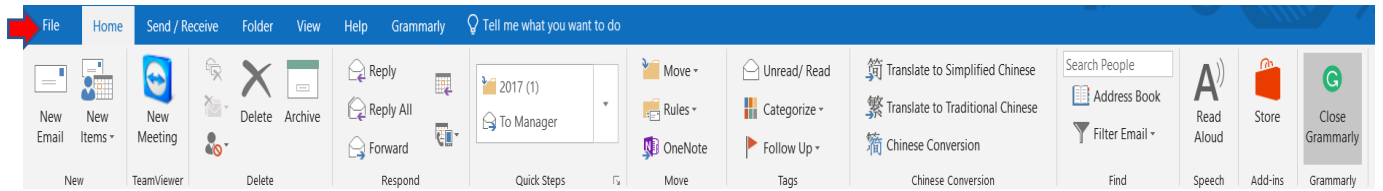


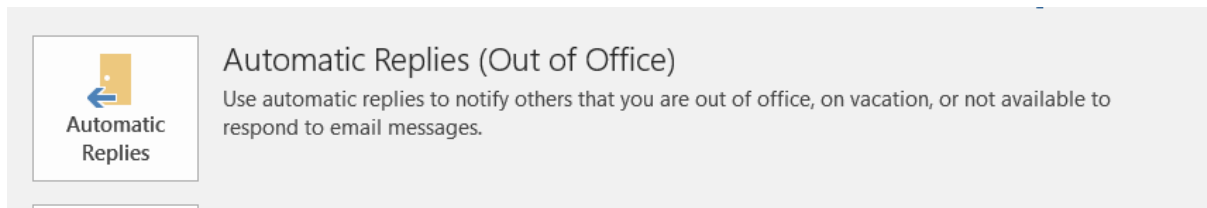
# How to set Automatic Replies on Outlook

Documented on 7 May 2018 by Dylan

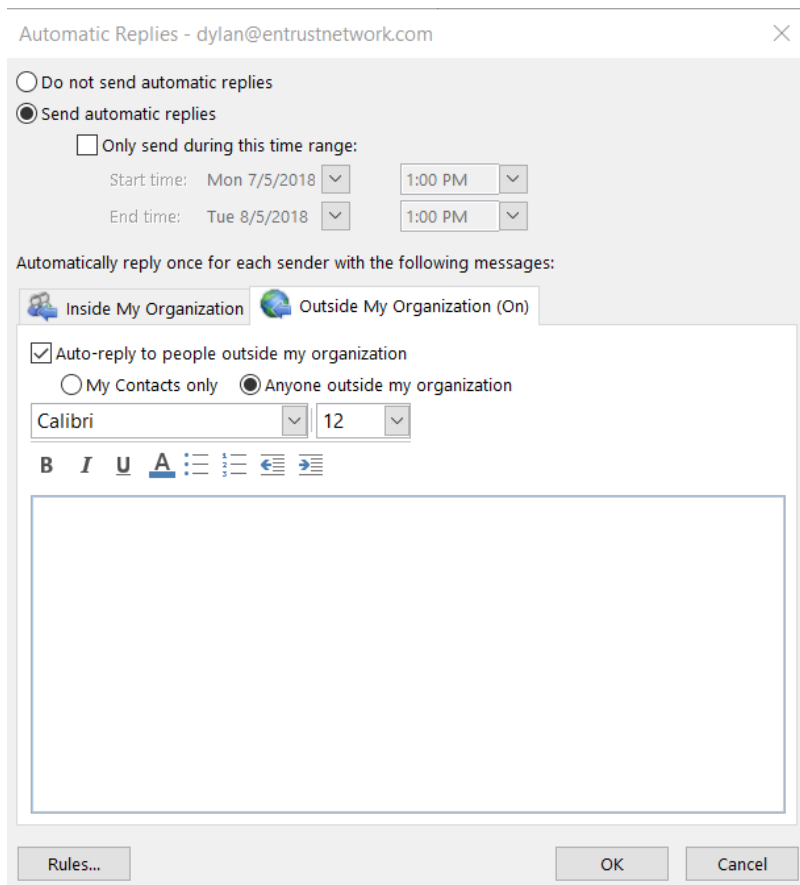
## 1. Go to Outlook, Select **File**



## 2. Select Automatic Replies (Out of Office)



## 3. Choose "Send automatic replies", Select Outside My Organization so that other sender will receive your automate replies. Inside the content type in the message you want the sender to received.



4. For Inside My Organization it will only prompt the automatic replies to your organization.

Automatic Replies - dylan@entrustnetwork.com ✕

Do not send automatic replies

Send automatic replies

Only send during this time range:





Start time: Mon 7/5/2018 1:00 PM

End time: Tue 8/5/2018 1:00 PM

Automatically reply once for each sender with the following messages:

Inside My Organization  Outside My Organization (On)

Calibri 12

**B** *I* U A    

Dear Sender,

Rules... OK Cancel