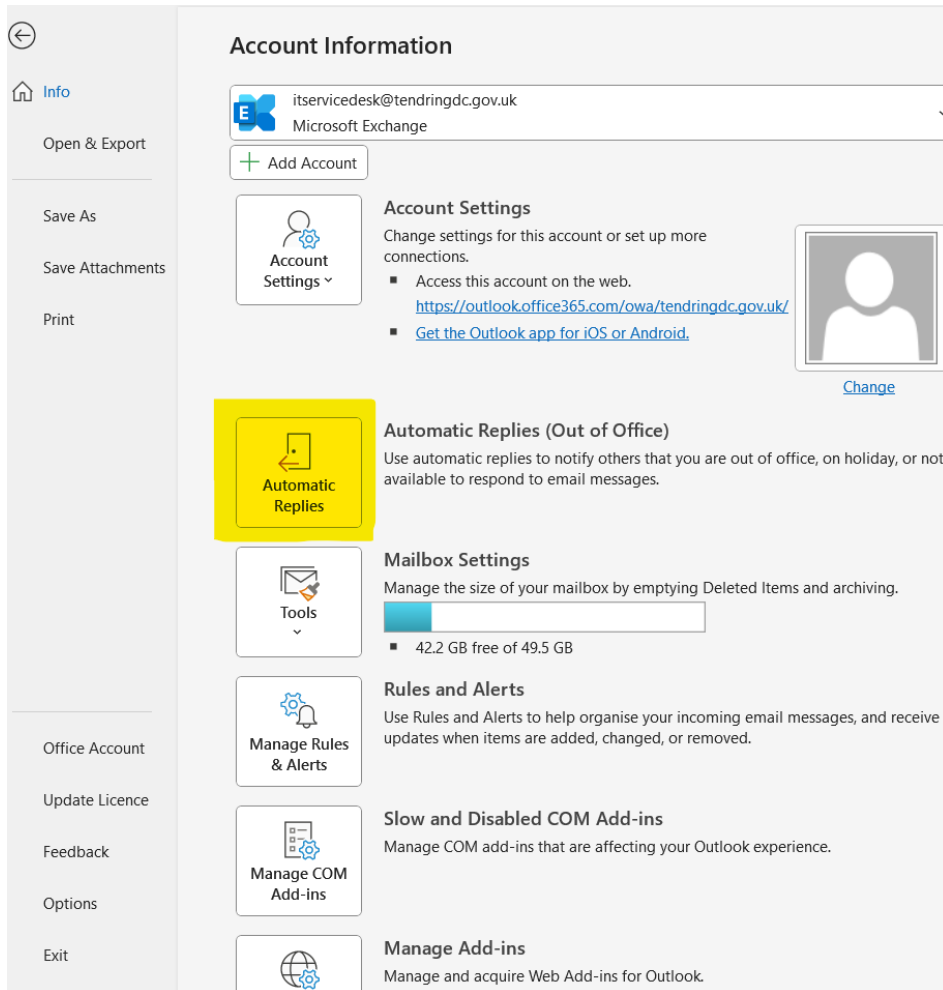
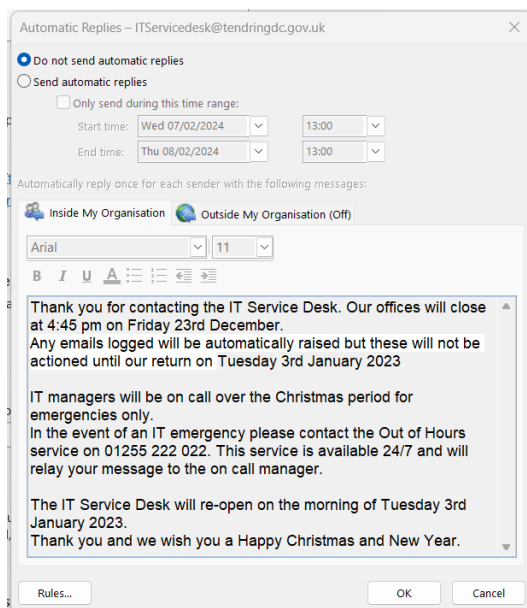


Set the Out of Office in Outlook

Open Outlook, click on File and then click on Automatic Replies



Select **“Send automatic replies”** and enter the message you want to be sent in response to internal messages received.



Click onto the "**Outside My Organisation**" tab and enter the message you want to be sent in response to external messages received.

Click OK and the Out of Office is now activated and Outlook can be closed.