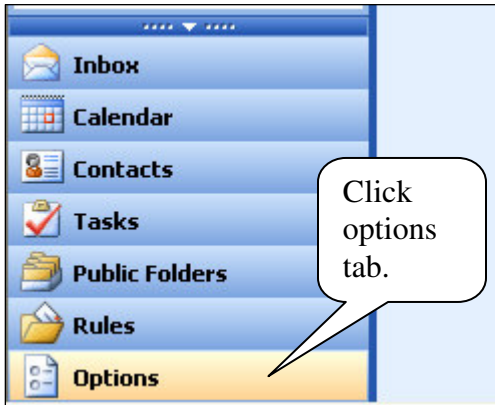


How to Configure Auto Reply on Outlook

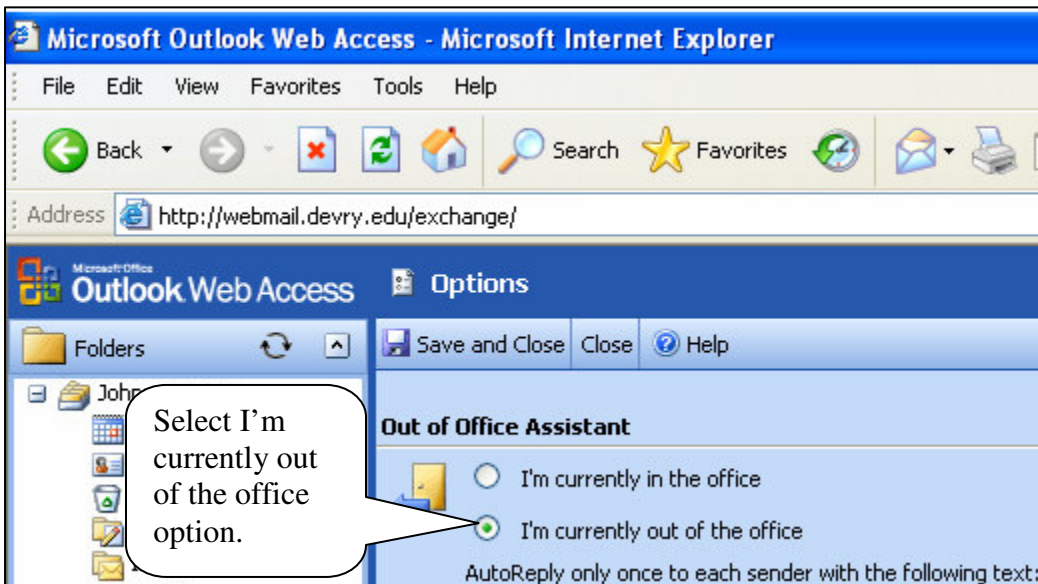
Once you open your Outlook mailbox, your Inbox will display.



Inbox window

Figure 1

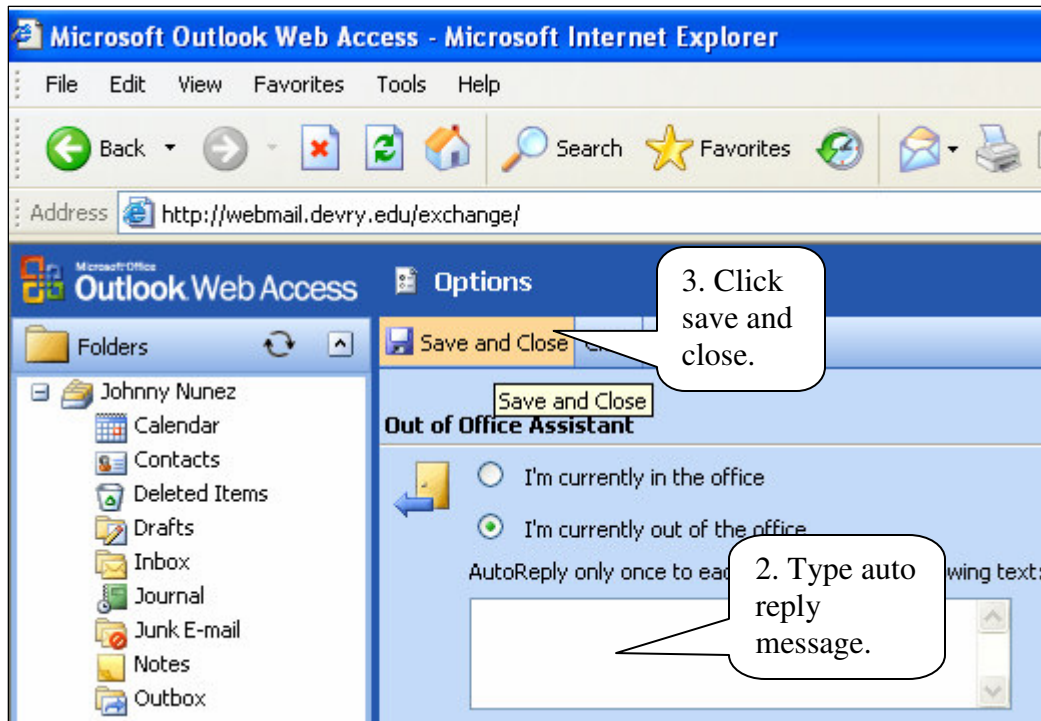
1. Click the **options** tab.



Options window

Figure 2

2. Select **I'm currently out of the office** option.



Options window

Figure 3

2. Type your auto reply message in the **blank** field.
3. Click **save and close**.

Congratulations! You have just configured your auto reply message.