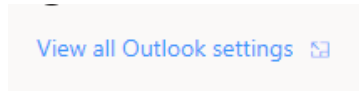


How to Set Up an Automatic Reply Email for Microsoft Outlook (Online Version)

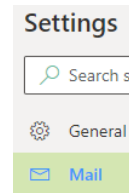
1. Navigate to your Microsoft Outlook online email account. (Usually accessed by going to the dlsec.org webpage < clicking “Check Email” < opening the left side pane < selecting Outlook.)
2. Next click on the “Settings” wheel. The wheel can be found in the Outlook top right menu.



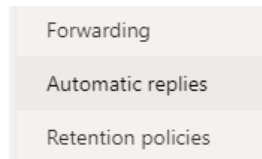
3. The Settings pane will open. Towards the bottom of the pane you will need to click on “View all Outlook settings”.



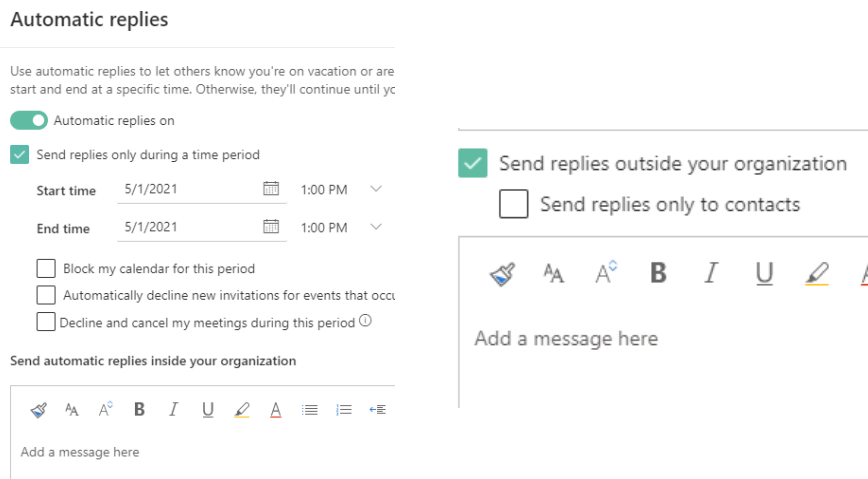
4. Once you see the Settings window popup, check to make sure you are in the Mail tab. You can check this by viewing the left side of the popup window.



5. Next click on “Automatic replies”. This is located in the bottom of the long, gray section just to the right of “Mail”.



6. Once you see the Automatic replies popup window, turn “Automatic replies” to on (by clicking on the slide button). Then check the “Send replies only during a time period” box.



7. Next set the rest of the settings to the desired time ranges and dates. Lastly in both of the message boxes, type the information you would like to be your auto reply.
For example:

“I will be unavailable from May 29, 2021, until August 9, 2021. If you need assistance, please contact the DLSEC office at (361)293-2854.”