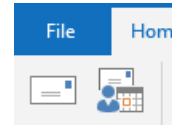


How to Set Up an Automatic Reply Email for Microsoft Outlook (Local Version)

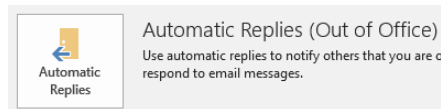
1. Open up Microsoft Outlook from your Desktop or from the Start Menu.



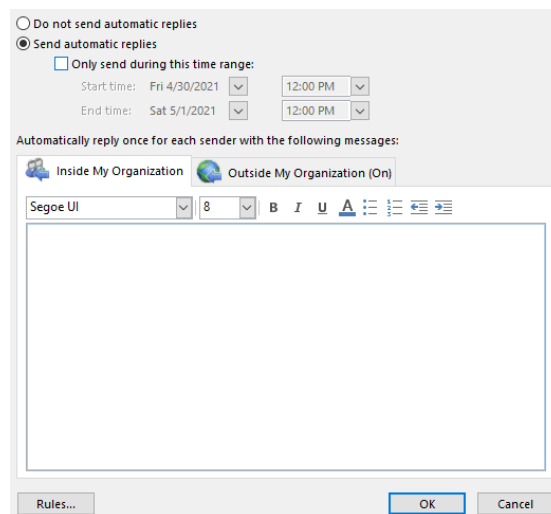
2. Click on the "File" tab. This is located in the top left corner of the program.



3. Next click on the "Automatic Replies" button.



4. After you click the button, you will see this window popup:



5. Select the "Send automatic replies" and "Only send during this time range" buttons, and then choose the desired time ranges and dates that you would like the automatic message to be sent out for.
6. In both the "Inside My Organization" message box and the "Outside My Organization" message box, 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."