

CITY OF ANGOLA INFORMATION TECHNOLOGY DEPARTMENT City Hall TX: 260.668.5594 210 North Public Square FX: 260.665.9164 Angola, Indiana 46703-1960 Email: <u>it@angolain.org</u> MEMO / FAX

How to create an Out of Office Auto Reply in Outlook

Here are some written instructions that will help create an automatic reply for Outlook.

1. Open outlook then click on File in the upper right corner.



2. Now click on Automatic Reply Button



3. You will need to click Send Automatic replies radio button to enable it. Then set the dates that you want the reply to be sent. From here you will need to type up a response for any replies to people in the city. Lastly make sure to click Outside my Organization tab and fill it out as well. This can be same message as inside city or a separate message.

	Automatic Replies - Njones@angolain.org							
Do not send automatic replies								
◯ Send automatic replies								
Only send d	luring this time range							
Start time:	Wed 1/6/2016	\sim	1:00	PM	\vee			
End time:	Thu 1/7/2016	\sim	1:00	PM	\sim			
Automatically reply once for each sender with the following messages:								
🌉 Inside My Organization 🚱 Outside My Organization (Off)								
Tahoma	∀ 8		\sim	B I	Ū			
Twitte out of the office with limited / no emails that the target of Friday June 26th, 2015 returning Monday July 6th, 2015. If you need immediate assistance during my absence, please contact. Nathan Armstrong & namstrong@angolain.org. Otherwise I will respond to your emails as soon as possible upon my return. Thanks, Nathan Jones TT Admin Assistant City of Angola								
Rules						OK	Cancel	