



# CITY OF ANGOLA

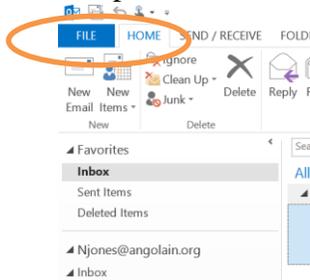
## INFORMATION TECHNOLOGY DEPARTMENT

**City Hall** TX: 260.668.5594  
**210 North Public Square** FX: 260.665.9164  
**Angola, Indiana 46703-1960** Email: [it@angolain.org](mailto:it@angolain.org)  
MEMO / FAX

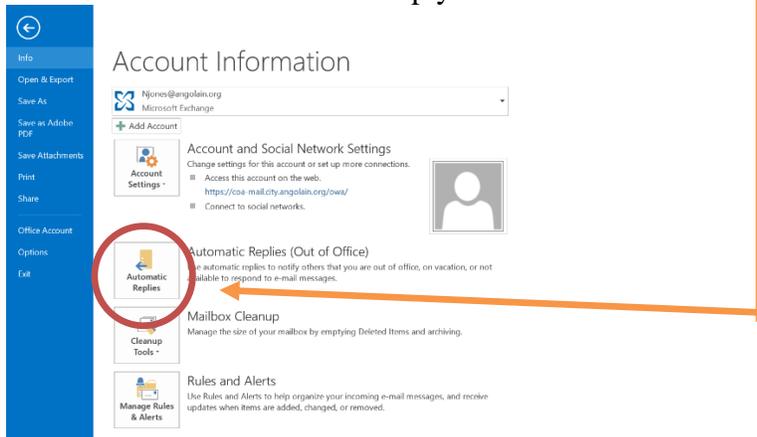
### How to create an Out of Office Auto Reply in Outlook

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.

