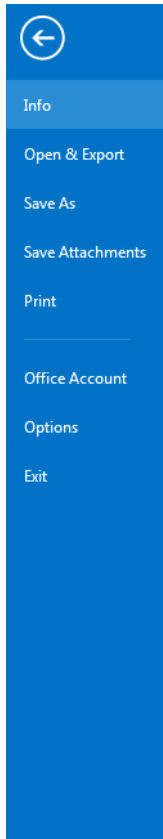



# Out of Office Replies in Outlook 2013

The screenshot displays the Outlook 2013 interface. At the top, the ribbon is visible with tabs for FILE, HOME, SEND / RECEIVE, FOLDER, and VIEW. The HOME tab is active, showing various action buttons like New, Reply, Forward, and Meeting. A red arrow points to the 'New' button in the ribbon. Below the ribbon, the left sidebar shows the 'Inbox' folder selected, with a count of 4 items. The main pane shows a list of emails, including 'Lake Tech Career Fair', 'Professional Educator's Certific...', 'Be a speaker at FETC 2015 - ca...', 'Edmentum Blog', 'Sonya, here's your personal up...', 'Job Posting', 'FACTE Conference', and '2015 Expiring Certificates'. The right pane shows the details of the selected email, including the sender's name 'Rober' and the subject 'Lake Te'.



## Account Information

 RosenglickS@lake.k12.fl.us  
Microsoft Exchange

 Add Account



### Account and Social Network Settings

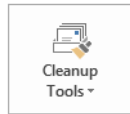
Change settings for this account or set up more connections.

- Access this account on the web.  
<https://exch-casht.staff.lakeschools.local/owa>
- Connect to social networks



### Automatic Replies (Out of Office)

Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.



### Mailbox Cleanup

Manage the size of your mailbox by emptying Deleted Items and archiving.



### Rules and Alerts

Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

## Out of Office and Social Network Settings

Automatic Replies - RosenglickS@lake.k12.fl.us

Do not send automatic replies

Send automatic replies

Only send during this time range:

Start time: Fri 3/21/2014 3:30 PM

End time: Mon 3/31/2014 7:00 AM

Automatically reply once for each sender with the following messages:

Inside My Organization  Outside My Organization (On)

Segoe UI 8 B I U A

I will be out of the office on Friday, March 21 for our Spring Break, but will be back in on Monday, March 31 and will return your messages at that time.

Rules... OK Cancel

Copy and paste your message to both Inside and Outside My Organization