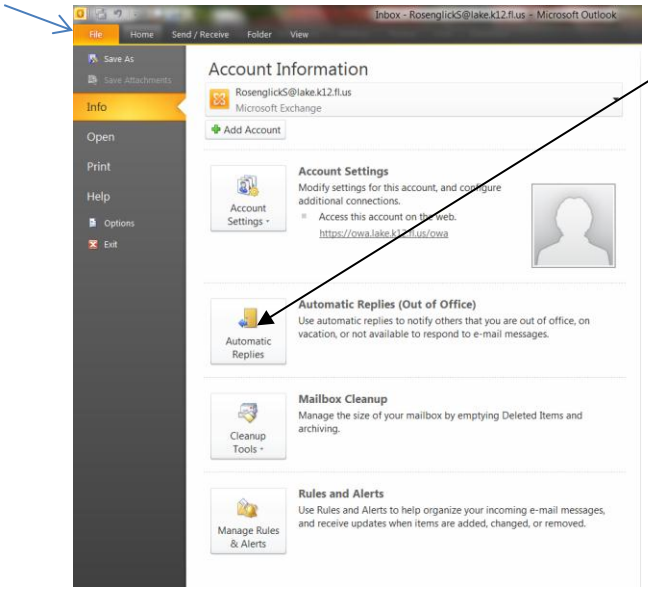
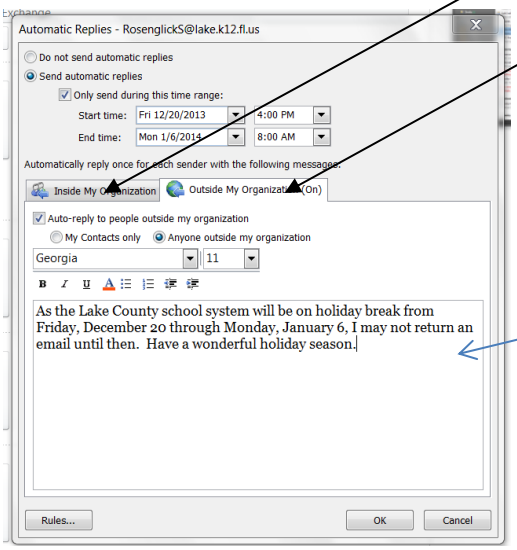
Setting Automatic Replies on Your Email

In Outlook 2010 or 2013, go to your File Menu and choose Automatic Replies



This is the next window you will see. Check **Send Automatic Replies**, then choose your dates. Make sure that you copy and paste your message and place it in <u>both</u> Inside and Outside My Organization so that all emails will receive your message. Then choose OK and you're done. Just don't forget to come back on January 6 and choose Do not send Automatic Replies. ☺



Key in your message