

Out of Office Template & Directions

Please use the below template for setting up your out of office replies:

TEMPLATE

Hello-

I will be out of the office starting **(Starting Date)** through **(End Date)** returning **(Date of Return)**.

If you need immediate assistance during my absence, please contact **(Contact Name)** at **(Contact Email Address)**. Otherwise I will respond to your email as soon as possible upon my return.

Regards,
[Your Name & ZG Signature]

DIRECTIONS

To create an Out of Office message, do the following:

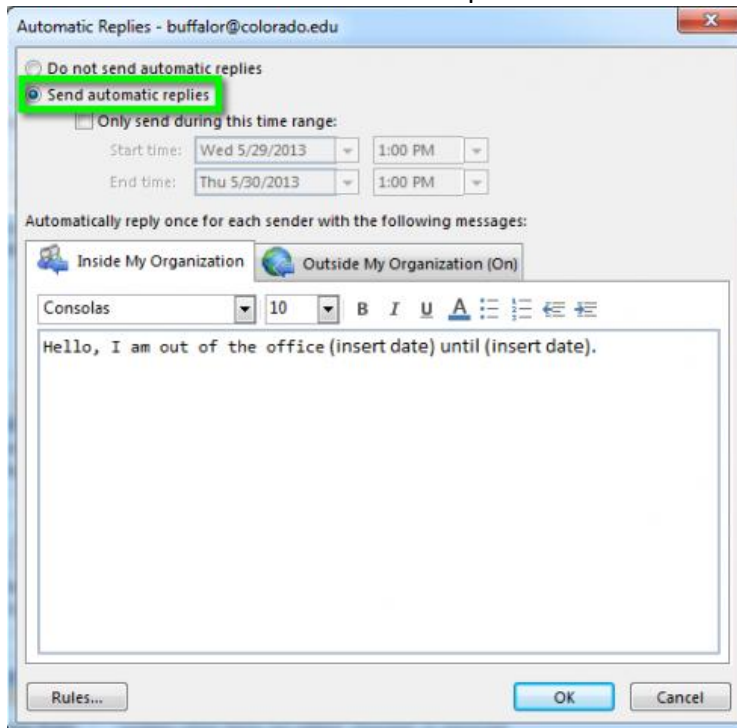
1. Open Microsoft Outlook. Click the File tab. Click the Automatic Replies (Out of Office) button.



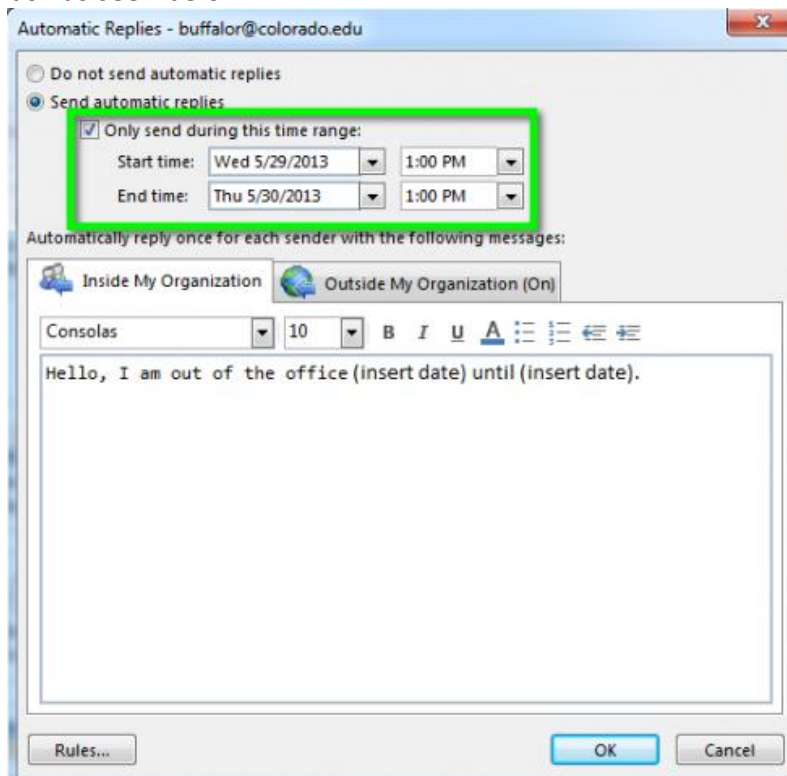
Automatic Replies (Out of Office)

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

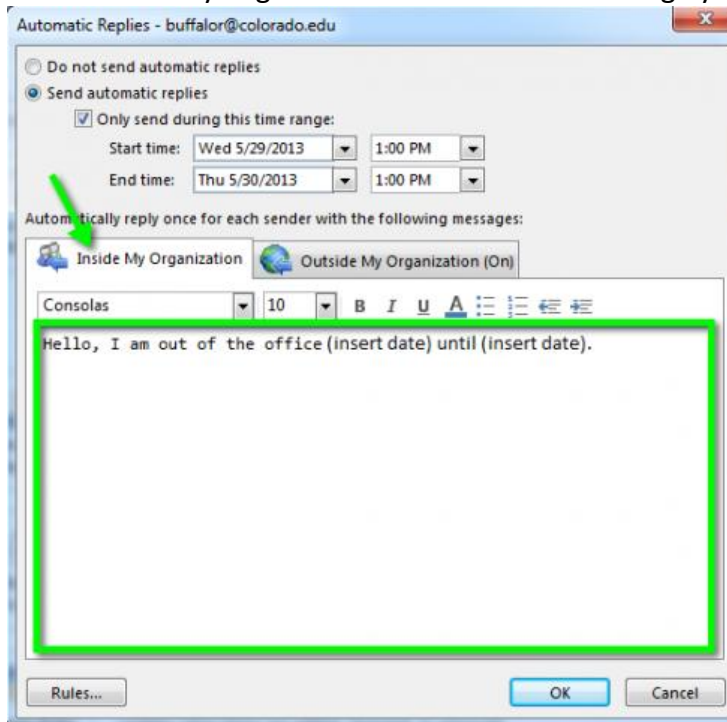
2. Click the Send Out of Office auto-replies button.



3. Check the Only send during this time range box. Next enter a Start and End time in the box as seen below.



4. In the Inside My Organization tab insert the message you wish to be sent out.



5. In the Outside My Organization tab insert the message you wish to be sent out to people outside of your organization.

