


## Automatic Replies

### Enabling Automatic Replies


Automatic replies may be activated as needed.


1. **Click the File tab.**
2. **Select the Info menu item.**  
*The Automatic Replies window displays.*
3. **Click the Automatic Replies button.**
4. **Select the Send Automatic replies button.**
5. (Optional) Select the Only send during this time range check box and enter a start time and end time.
6. **Enter the automatic reply message.**

 **Tip:** You may enter different messages for replies sent inside the organization and for replies sent outside the organization.

7. **Click the OK button.**

*The Automatic Reply function is now activated.*

 **Tip:** You may also create rules that further customize your automatic reply messages.

 **Tip:** When you no longer need the automatic replies, disable the replies by selecting the Do not send automatic replies option.

