

Microsoft Office 2010

Setting Up Auto-Reply



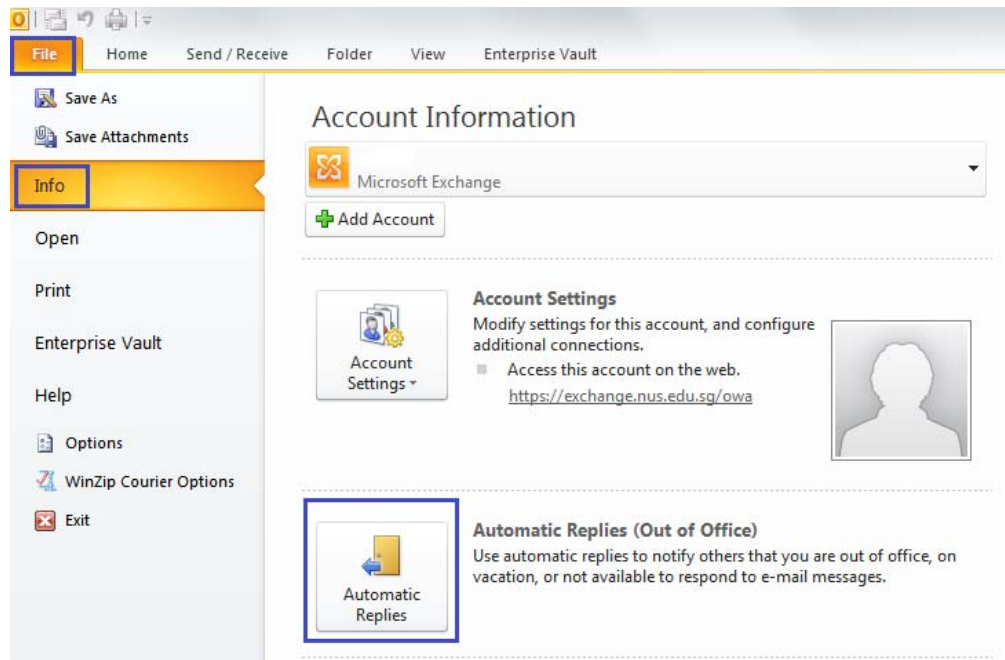
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A. Introduction

This guide shows the step by step on how to set up the auto-reply email to your senders in Outlook 2010, whenever you are away from office.

B. Setting up the automatic reply

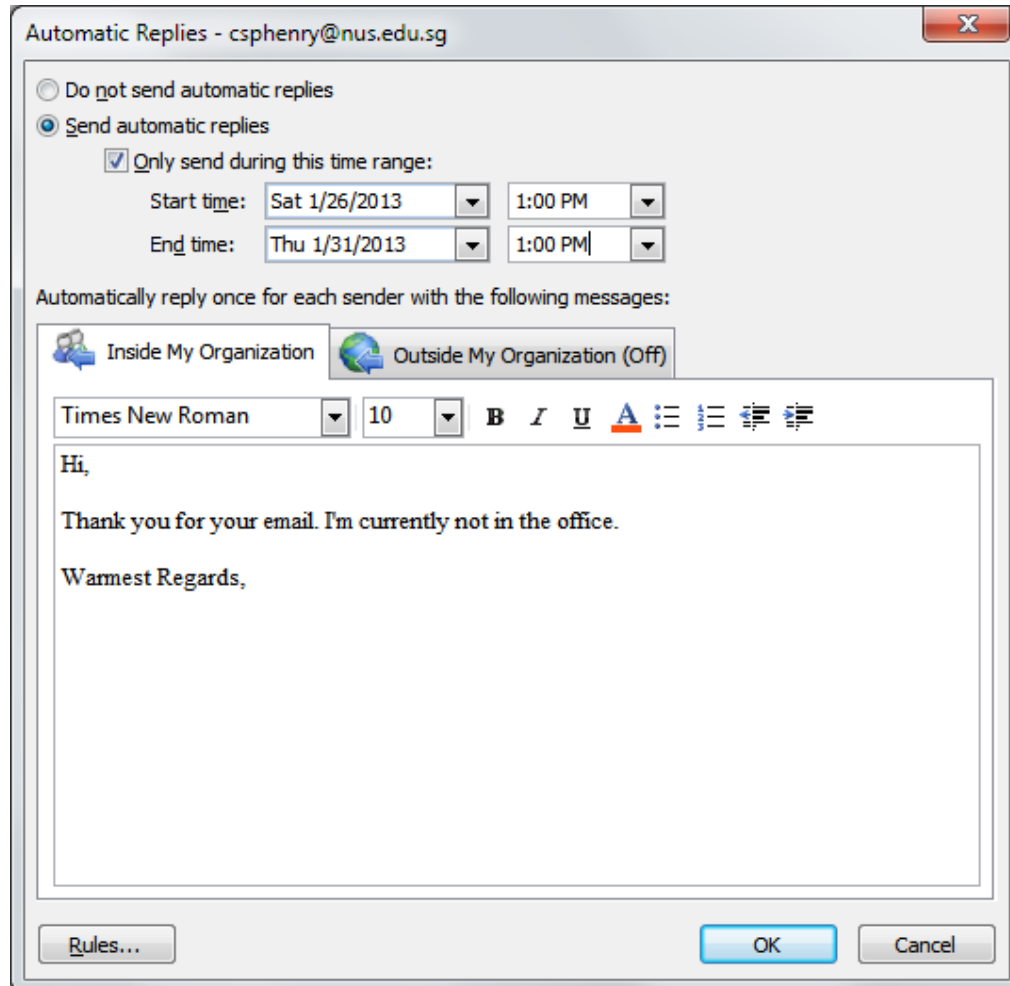
1. Click on **File > Info > Automatic Replies**



2. Select **Send automatic replies** to begin.

You can tick on “Only send during this time range” to specify the duration when you want the auto-reply to be sent. Upon the specified End time, the auto-reply will stop automatically.

Type your message and click OK.



3. If you want to send the auto-reply to external senders, click on **Outside My Organization** and tick on “Auto-reply to people outside my organisation”.

Type your message and click OK.

If you select the option “My Contacts only”, this means that only external senders which are already in your Address Book will get the auto-reply.

