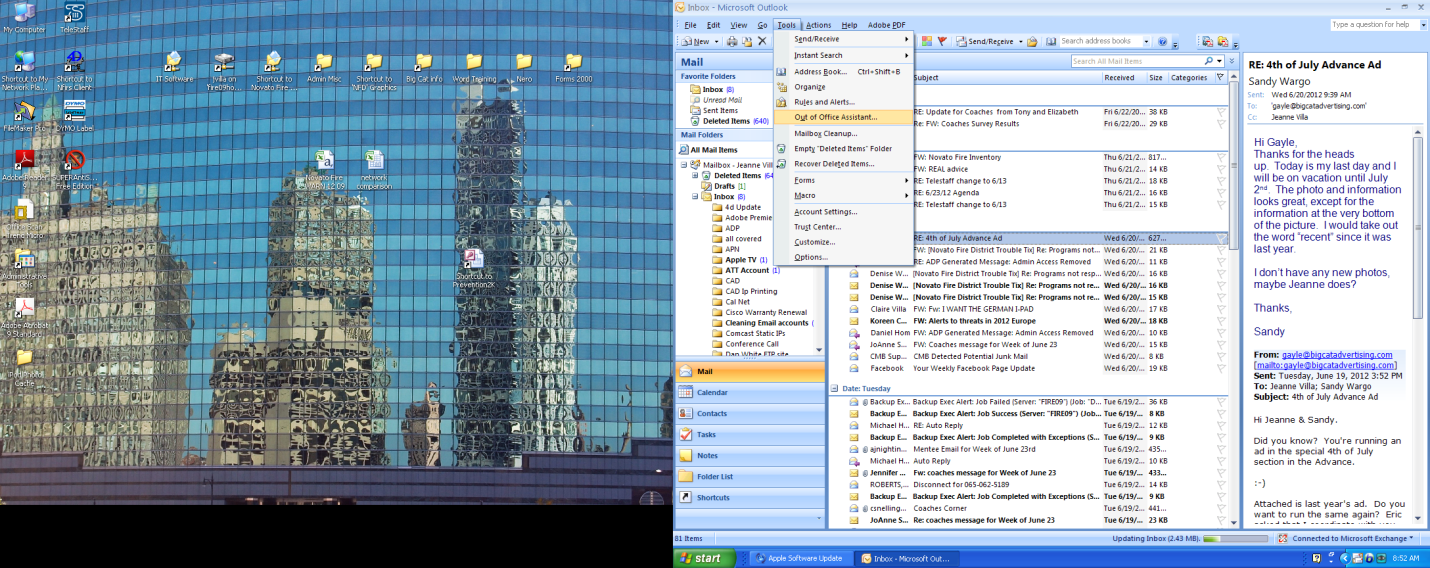


**Setting Your Out of Office Assistant**

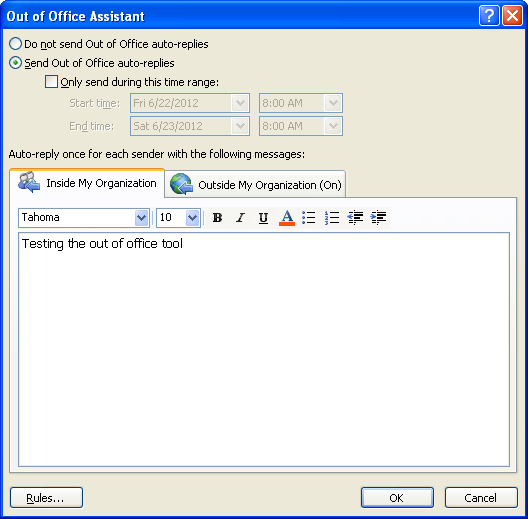
**Using Outlook Desktop**

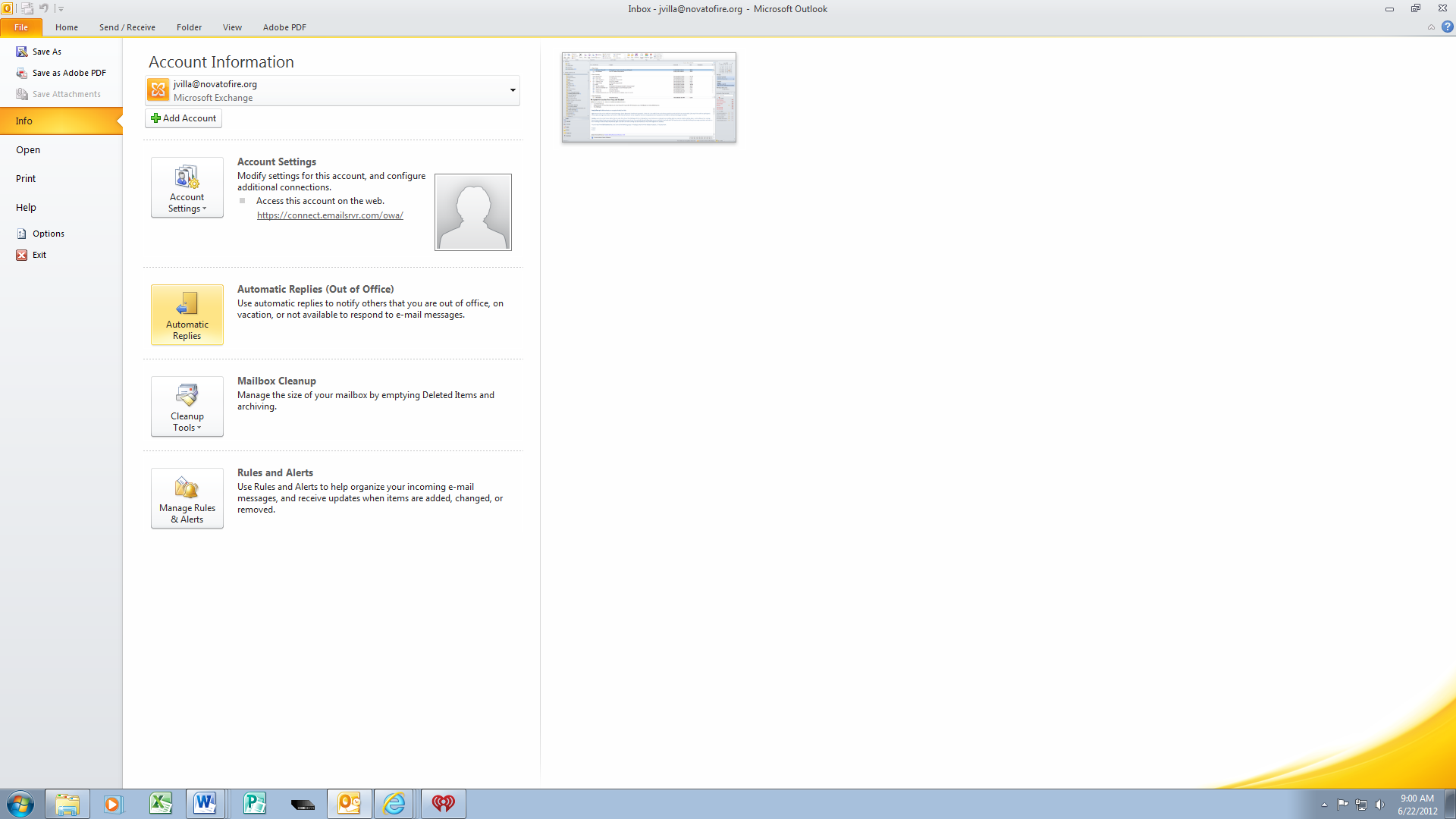
**To set your Out of Office Assistant using the Desktop version of Outlook,**

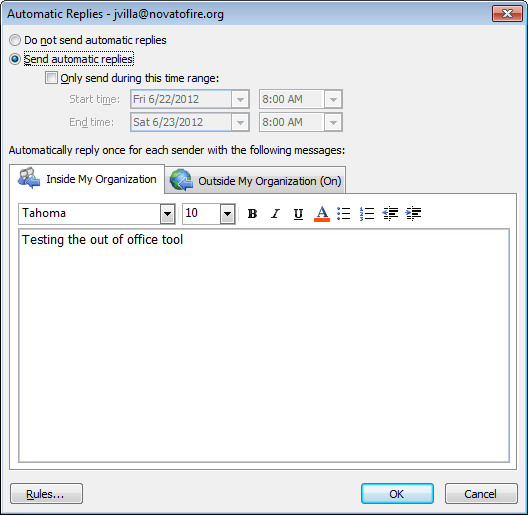
**follow the instructions below:**

**Office 2007:**

1. **Open Outlook**
2. **Click on Tools in the upper toolbar**
3. **Click on Out of Office Assistant**
4. **Complete the fields**
5. **Click OK**
6. **To Turn off Automatic Replies, follow steps 1-5, choosing “Do Not Send Out of Office auto-replies”**



**Office 2010:**

1. **Open Outlook**
2. **Click on File**
3. **Click on Automatic Replies (Out of Office)**
4. **Complete the fields**
5. **Click OK**
6. **To Turn off Automatic Replies, follow steps 1-5, choosing “Do Not Send Automatic Replies”**