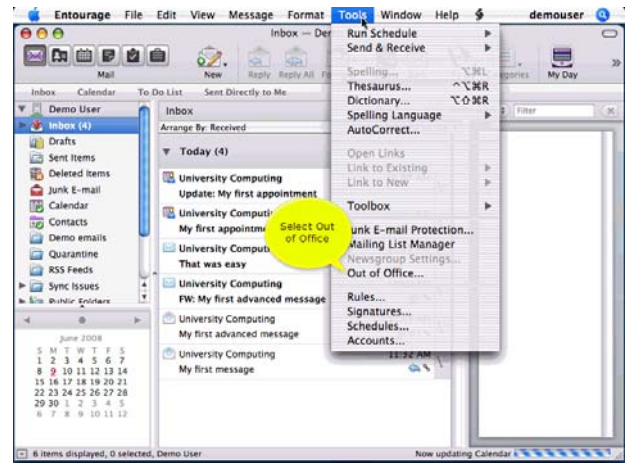
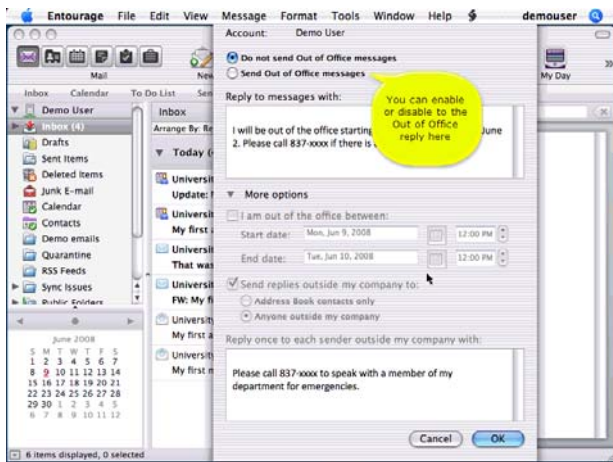


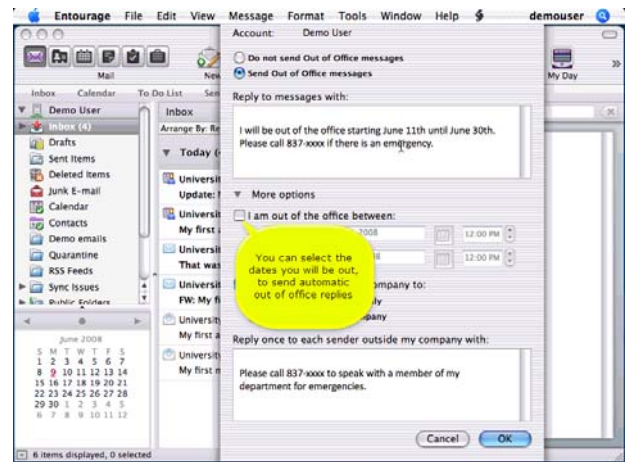
Select the Tools menu



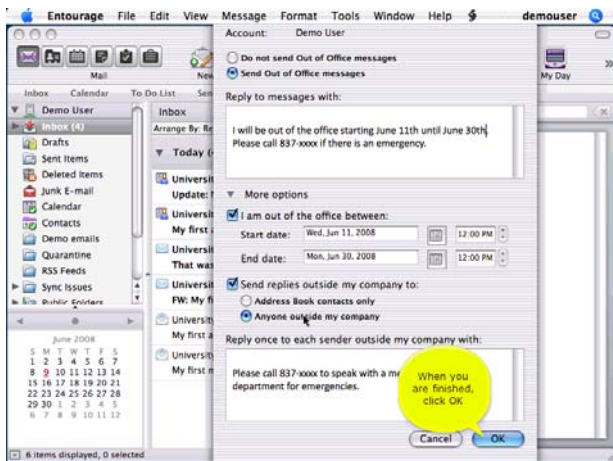
Select Out of Office



You can enable or disable to the Out of Office reply here



You can select the dates you will be out, to send automatic out of office replies



When you are finished, click OK