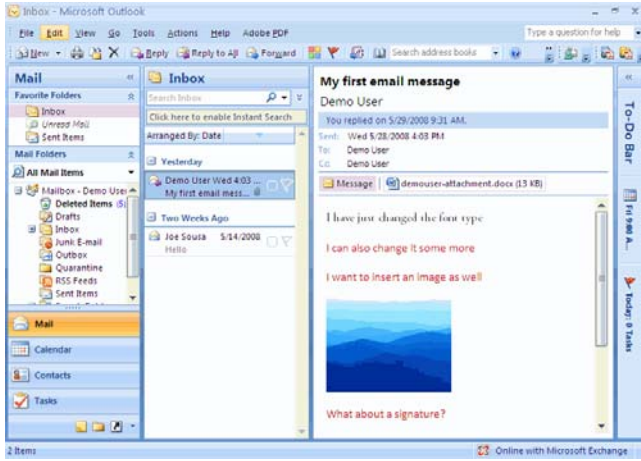
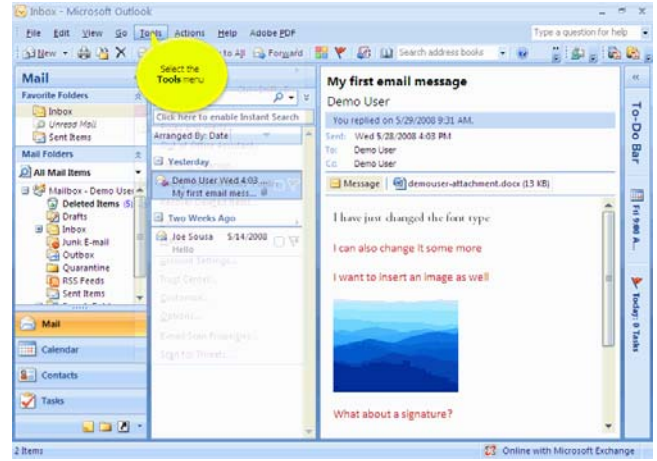


Scene 1

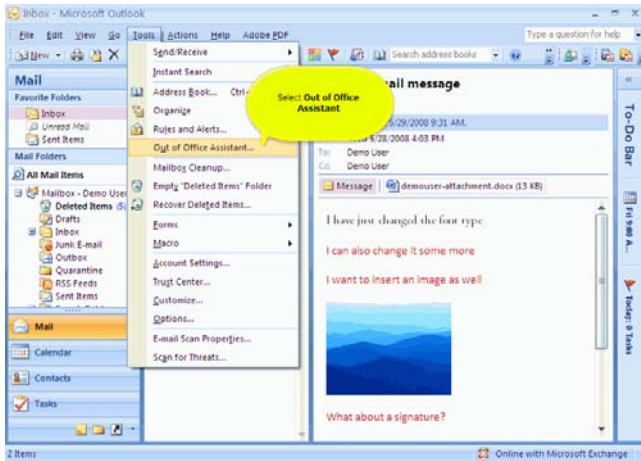


Scene 1

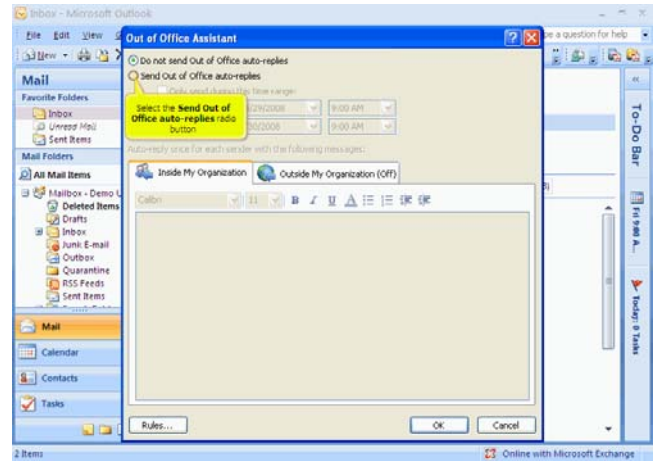


Select the Tools menu

Scene 1



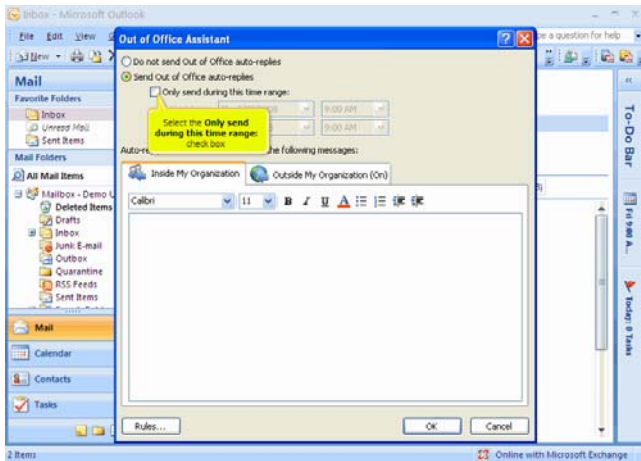
Scene 1



Select Out of Office Assistant

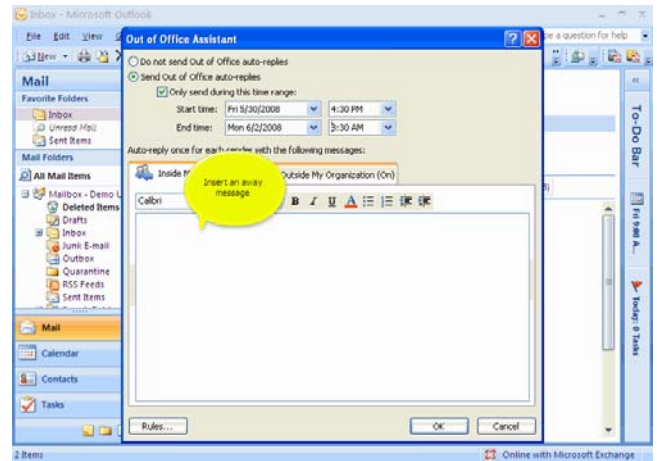
Select the Send Out of Office auto-replies radio button

Scene 1



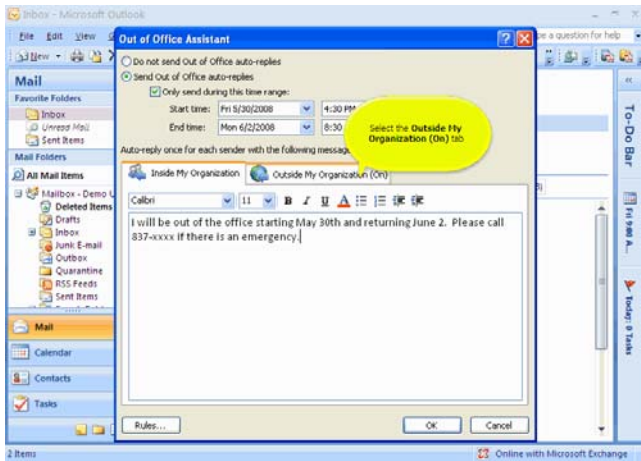
Select the Only send during this time range: check box

Scene 1



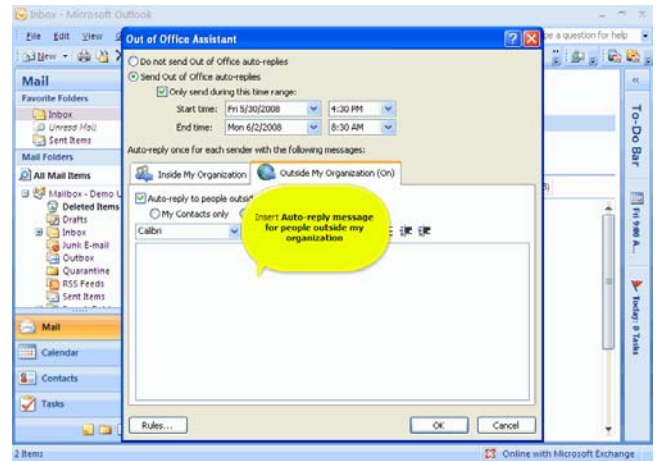
Insert an away message

Scene 1



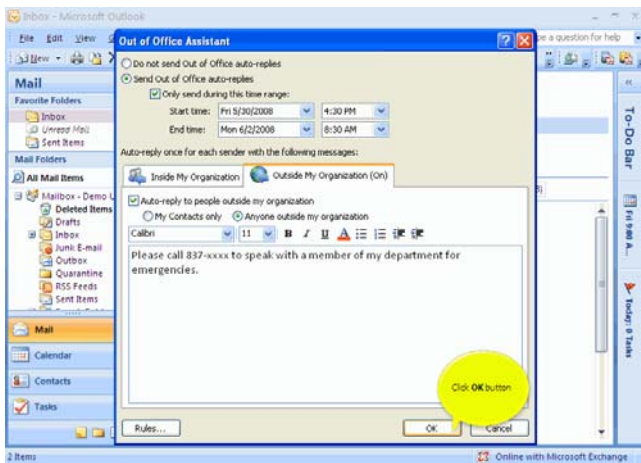
Select the Outside My Organization (On) tab

Scene 1



Insert Auto-reply message for people outside my organization

Scene 1



Click OK button