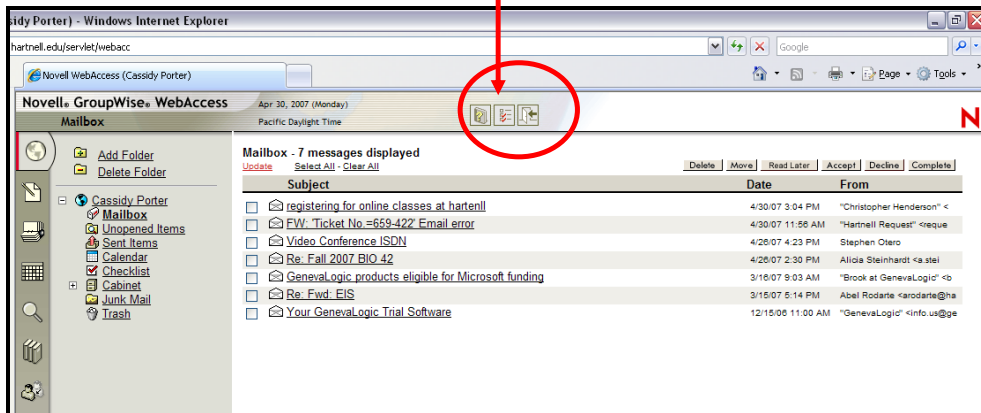


How to Create an Out-of-Office Reply (web version)

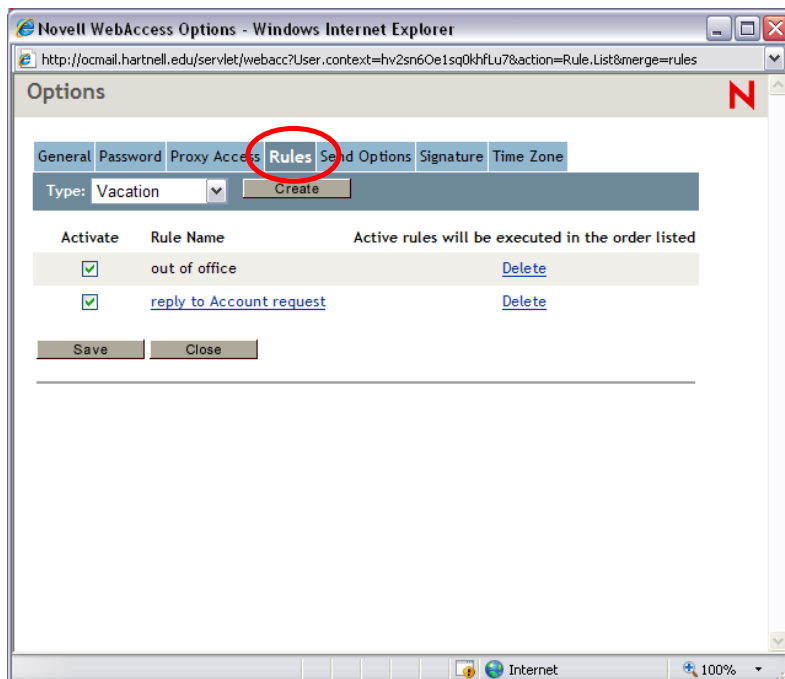
Step 1

- At the top choose Options



Step 2

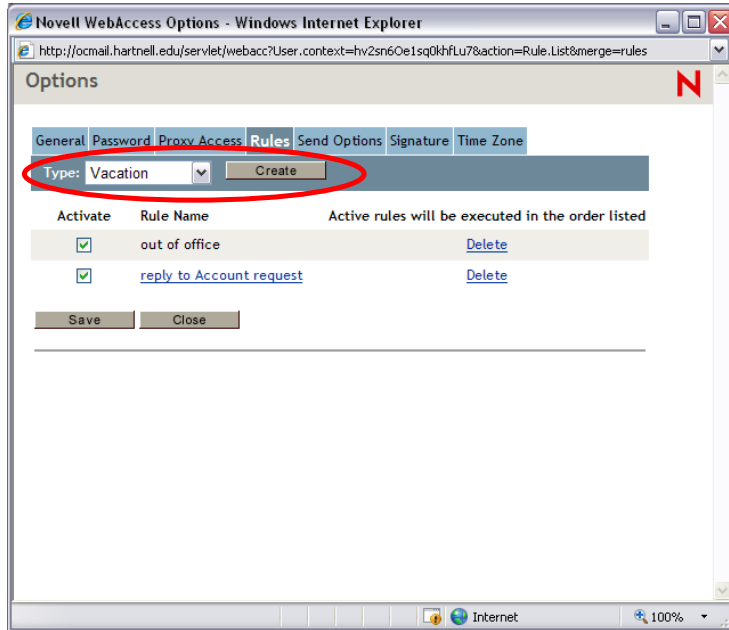
- Click Rules



How to Create an Out-of-Office Reply (web version)

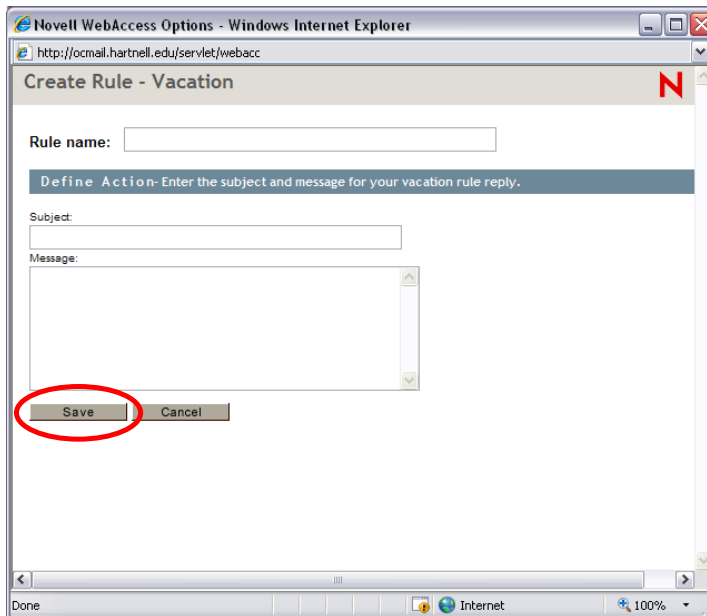
Step 3

1. Chose Vacation from the "type" drop down menu
2. Click Create



Step 4

- Fill in the Blanks
Click Save



**Please note that you will have to delete this rule upon your return (see below)

To delete the rule:

How to Create an Out-of-Office Reply (web version)

1. Click Options
2. Choose Rules
3. Click Delete

