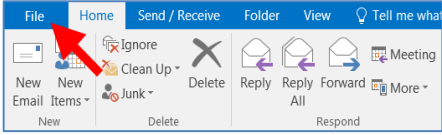
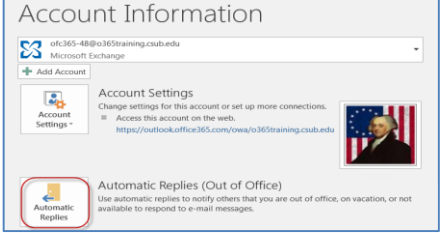
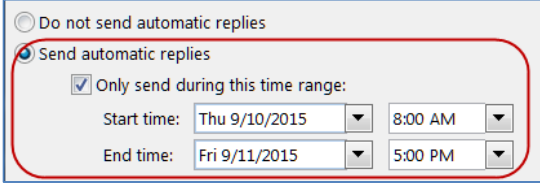
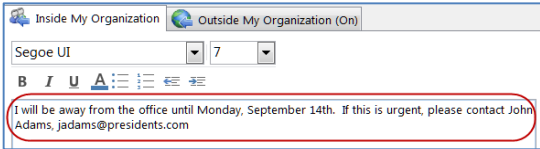
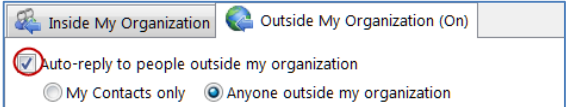
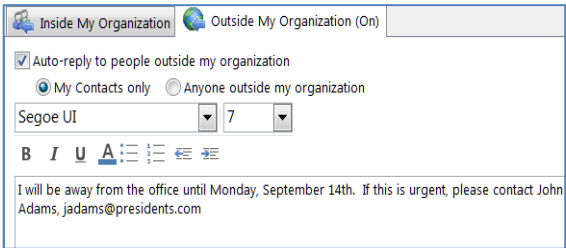





## Setting Automatic Replies

You can set up automatic email replies, such as when you are away on vacation or out of the office. These instructions cover the steps involved.

<p>1. From Outlook, click <b>File</b></p>	
<p>2. On the Account Information page, click Automatic Replies</p>	
<p>3. On the Automatic Replies page,</p> <ul style="list-style-type: none"> <li>• Click Send automatic replies</li> <li>• Check only send during this range</li> <li>• Select the start date and time</li> <li>• Select the end date and time</li> </ul>	
<p>4. On the <b>Inside My Organization</b> tab, type your message</p>	
<p>5. (Optional) If you don't want to reply automatically to email from people outside of CSUB, then</p> <ul style="list-style-type: none"> <li>• Click the Outside My Organization tab</li> <li>• Uncheck Auto-reply to people outside my organization, if desired</li> </ul>	
<p>6. (Optional) If you don't want to reply automatically to email from people outside of CSUB, then</p> <ul style="list-style-type: none"> <li>• Click the Outside My Organization tab</li> <li>• Check my Contacts only or Anyone outside my organization</li> <li>• Type your message</li> <li>• Click <b>OK</b></li> </ul>	
<p>7. Click the  button, to return to your Inbox</p>	