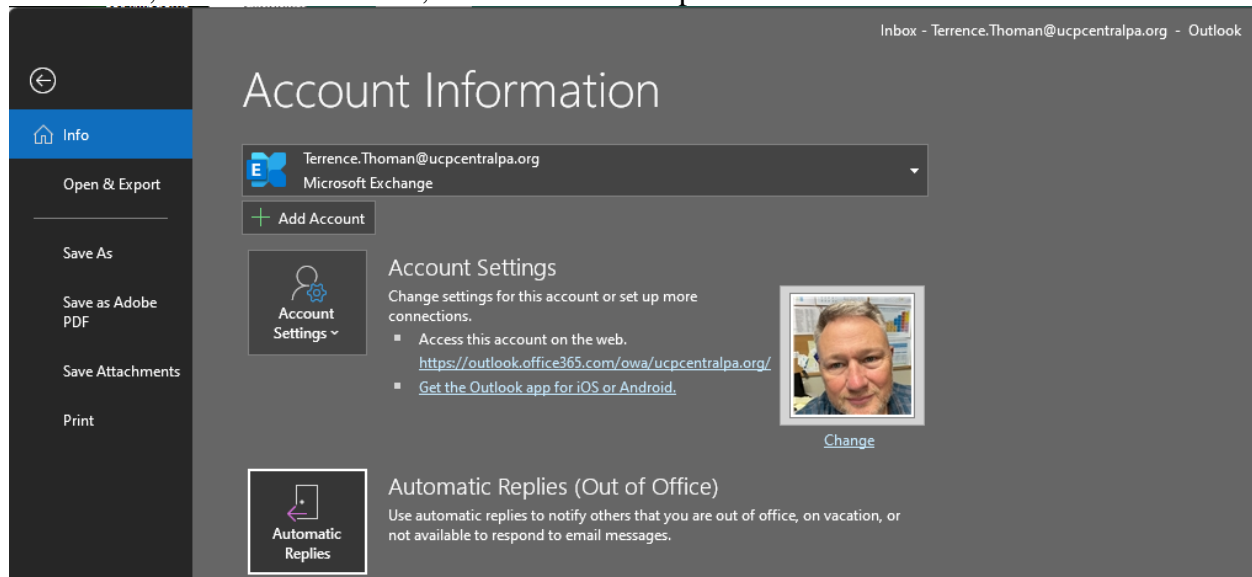


EMAIL TIPS

USE AN OUT OF OFFICE MESSAGE

If you will be out of the office during your normal working schedule, use an Out of Office message to alert senders that there may be a delay in your response to their message.

In Outlook, select the File menu, then Automatic Replies



Customize your message with specific dates and times you will be out, when you will return, and alternate instructions to guide the sender if the message requires action immediately. You can use a different message for senders within UCP and external senders. You can specify a date range the message will be active.








Automatic Replies - TThoman@ucpcentralpa.org

Do not send automatic replies
 Send automatic replies

Only send during this time range:
 Start time: Mon 12/16/2013 8:00 AM
 End time: Tue 12/17/2013 8:00 AM

Automatically reply once for each sender with the following messages:

Inside My Organization
 Outside My Organization (On)

Tahoma 10 **B** *I* U       

For Tuesday, November 5, I will be out of the office all day.

If you require computer assistance, please contact the SOTIRIS Solution Center (SSC).

Live support through the SSC is available Monday through Friday from 7am until 5pm. Extended support is available until 7:00pm by leaving a callback number. After normal business hours you may leave a voice mail or send an email and expect an answer no later than 8am on the following business day.

Rules... OK Cancel

Automatic Replies - TThoman@ucpcentralpa.org








Do not send automatic replies
 Send automatic replies

Only send during this time range:
 Start time: Mon 12/16/2013 8:00 AM
 End time: Tue 12/17/2013 8:00 AM

Automatically reply once for each sender with the following messages:

Inside My Organization
 Outside My Organization (On)

Auto-reply to people outside my organization
 My Contacts only
 Anyone outside my organization

Tahoma 10 **B** *I* U       

For Tuesday, November 5 I will be out of the office all day.

I will reply to emails when I return the office on Monday.

Rules... OK Cancel