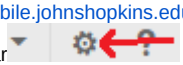
Enabling E-mail Out Of Office Message (Auto Reply)

Using your Microsoft Outlook e-mail client

- Simply open Outlook, click the FILE menu in the upper left-hand corner, and then click the "Automatic Replies" option
- Be sure to make note of the two tabs allowing you to customize a different message for senders **Inside** Hopkins versus senders from **Outside** Hopkins

Using your Microsoft Outlook Web Access (a web browser) from any computer or mobile device

1. Open a web browser and go to mobile.johnshopkins.edu
2. After logging in, click the small gear  in the upper right-hand corner
3. Choose "Set automatic replies"
4. Set the appropriate message for internal and external senders accordingly

File	Modified
Microsoft Word Document Email templates.docx	Mar 22, 2018 by Robert Morstein

Unknown macro: 'hideelements-macro'