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## Out of office Email Message

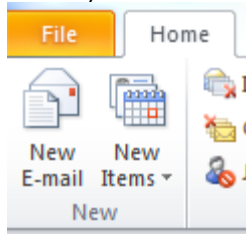
December 2015

### Out of office Email Message

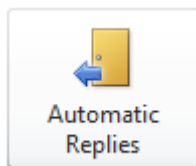
1. Anytime you will be off work you should turn on your **Out of Office Assistant**.

2. Open your email. Keep this document open in Word also.

3. From your email click on the **File** tab:



4. Select **Automatic Replies (Out of Office)** button:



5. Then choose the **Send Automatic Replies** radial button option. From there, select the **Inside my Organization** tab.

6. Copy all of the following content:

I will be out of the office until [Date].

If you need immediate assistance, please contact [insert name] at [insert phone number] or [insert email address].

Thank you,

[Your email signature]

7. Go back to your email. The **Automatic Replies** box will still be open. Click inside the box, right click and select "**Keep source formatting**" in the **Paste Options** to insert the new content in the box.
8. Enter your name, title, phone and fax numbers in the proper highlighted areas.
9. Ask your supervisor who they prefer your out of office contact to be. Be sure font is set for Century Gothic, 11 pt.
10. By clicking the **Only send during this time range** check box, you can enter the dates and times that you want the Out of Office reply will go out.
  - If you return before the dates listed, a Turn Off box will appear next to the **Automatic Replies (Out of Office)** button in Step 3. You may click that at any time to cancel the automatic replies.
11. Click OK to save and close box.
12. Outlook will save this information, so you can go back and edit dates without having to redo this entire process.