

Out-of-Office Voicemail Greeting

Turn on your voicemail out-of-office greeting.....	1
Turn off your voicemail out-of-office greeting.....	1
Turn on your e-mail out-of-office response in Outlook.....	1
Turn off your e-mail out-of-office response in Outlook.....	1

Turn on your voicemail out-of-office greeting

- 1) Log in to your voice mailbox.
- 2) Say "Personal Options" or press 6.
- 3) **Press 1** to turn on your out-of-office notification.
- 4) **Press 1** if you wish to record a temporary greeting, or hang up if you are finished.

Turn off your voicemail out-of-office greeting

- 1) Log in to your voice mailbox
- 2) Say "Personal Options" or press 6.
- 3) **Press 1** to turn off your out-of-office notification.

Turn on your e-mail out-of-office response in Outlook

- 1) In Outlook, click **File > Automatic Replies**
- 2) Select **Send automatic replies**.
Optional – Check off "Only send during this time range" and specify the start and end date for your automatic replies. If you do not use this option, auto replies will be sent until you turn them off manually.
- 3) Type in your response. Don't forget to mention when you will return to your office.
Optional – Click "Outside my organization" and check off "Auto-reply to people outside my organization" if you would like contacts outside of the college to receive your out-of-office response. Make sure you enter your response in the box.
- 4) Click **OK** when finished.

Turn off your e-mail out-of-office response in Outlook

- 1) In Outlook, click **File > Automatic Replies**
- 2) Select **Do not send automatic replies**.
- 3) Click **OK** when finished.