

Out of Office Reply Messages

***** For ALL Outlook and Webmail Users *****

Turn Auto-Reply on:

1. Go to www.webmail.liveoffice.com
2. Settings
3. Mail
4. Autoresponder
5. Create Message
6. Be sure to check box "Autoresponder Enabled"
7. Save & Close

Turn Auto-Reply off:

8. Repeat Steps 1-4 Above
9. Deselect the "Autoresponder Enabled" box
10. Be sure to SAVE