

## Outlook - How to Create an Automatic Reply

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### Introduction

This quick reference guide assists new Outlook users with creating an automatic reply. This is useful when you will be away from your store for a designated period, such as vacation, sick leave, etc.

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### Guidelines

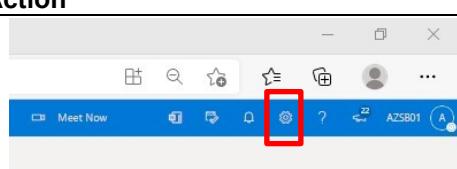
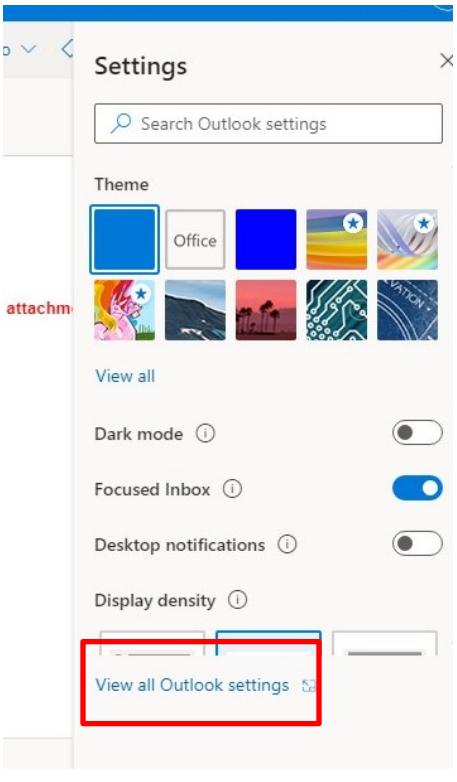
**IMPORTANT:** The Manager MUST access email from Net Station 01 (NS01) in the Manager office. The Store Associates should access email from the store workstations.

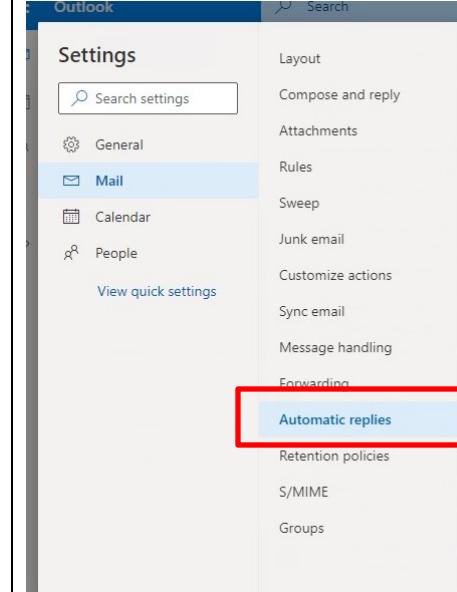
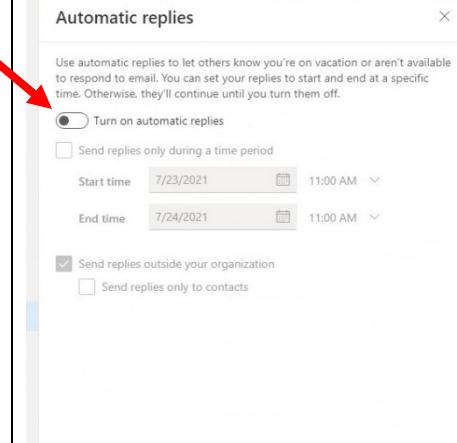
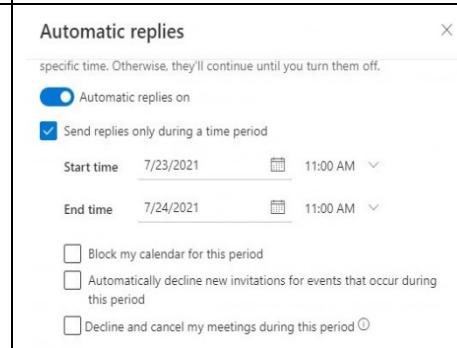
Always use company email accounts for professional purpose only.

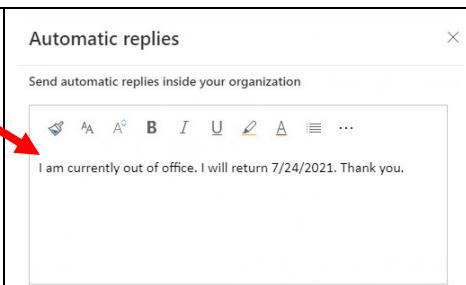
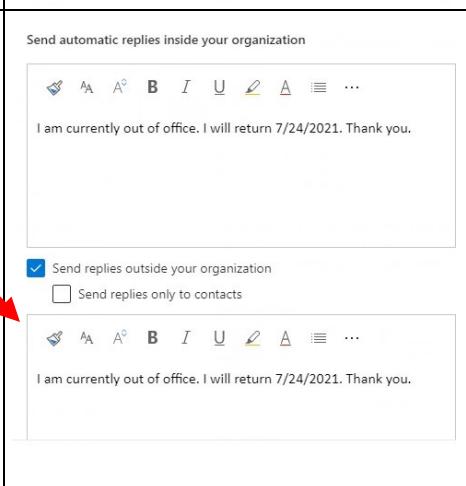
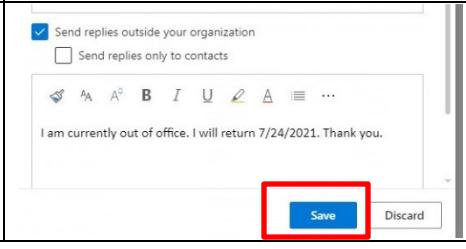
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### Procedure

Follow these steps to create an automatic reply using Outlook:

| Step | Action   |
|------|--|
| 1    | Click on the <b>Settings</b> icon in the upper right corner.<br> |
| 2    | Click on <b>View all Outlook settings</b> .<br>                |

|   |  |  |
|---|--|--|
| 3 | Click on <b>Automatic replies</b>  |    |
| 4 | Turn on automatic replies.   |   |
| 5 | If you want, choose to: <ul style="list-style-type: none"><li>• Set a start and end date</li><li>• Block my calendar for this period</li><li>• Automatically decline new invitations for events that occur during this period</li><li>• Decline and cancel my meetings during this period.</li></ul> |  |

|   |   |   |
|---|---|---|
| 6 | Type your message.  |   |
| 7 | Choose if you want to send a response to people outside your organization. If so, type another message. |   |
| 8 | Click on <b>Save</b> .  |  |

## Contact

Contact the Service Desk at [support@discounttire.com](mailto:support@discounttire.com) or 800-366-4399.