

Automatic replies

1. Please click on the settings icon , click 【Automatic replies】.

III Mail		🗢 🔊 🏤		A 🔅	?
Search Mail and People			Refresh 🖌		9 Undo
Favorites	Inbox Filt	er 🗸	Automatic r	eplies	
ヘ 測試帳號-002		Î	Display setti	ings	
Drafts 1	1		Manage add	d-ins	
Sent Items			Offline setti	ngs	
Deleted items			Change the	me	
			Options		
2. Choose	an options [Send automatic r	eplies],			
check th	ne Send replies only during t	his time period	,		
and set	the time range and message.				
sender i	nside my organization : @ntu	.edu.tw			
✓ OK	× Cancel				
Auto	matic replies				
Graata a	utematic repliced	Vou con cot your ronky to	start at a specific i	time er set	:+
to contir	nue until you turn it off.	fou can set your reply to	start at a specific i	ume, or set	
O Don	't send automatic replies				
 Send 	d automatic replies				
\checkmark	Send replies only during this time period				
	Start time Wed 11/22/2023 📰 10:00	AM 👻			
	End time Wed 11/29/2023 📰 10:00	AM 👻			
Sen	d a reply once to each sender inside my organ	ization with the following) message:		
E	s i u 🗛 a 🧎 🗄	i≡ ≡€ →≡ ∨			
Th	ank you for your email.		<u>.</u>		
Lv	vill be on vacation from 11/22 (Wedn	esday) to 11/29			
(\/	Vednesday).				
Fo	or urgent matters, please contact my o ho will be acting on my behalf.	olleague Ms. Chen ,			
Cr.	ntart numbers: 07_33665077 07_33	565023	-		



3. Due to personal preferences, you can choose whether to reply to senders outside the organization. After setting up , please click 【OK】.sender outside my organization : Gmail, Hotmail, etc.

✓ Send auto	omatic reply messages to senders outside my organization	
🔘 Send i	replies only to senders in my Contact list	
Send a	automatic replies to all external senders	
Send a rep	oly once to each sender outside my organization with the following messag	ge:
вл	u 🗛 a 🌆 🛓 🗄 🗮 🛩 🗸	
Thank	you for your email.	
I will be	e on vacation from 11/22 (Wednesday) to 11/29	
(Wedne	esday).	
Sincere	ly,	
Wang	-	