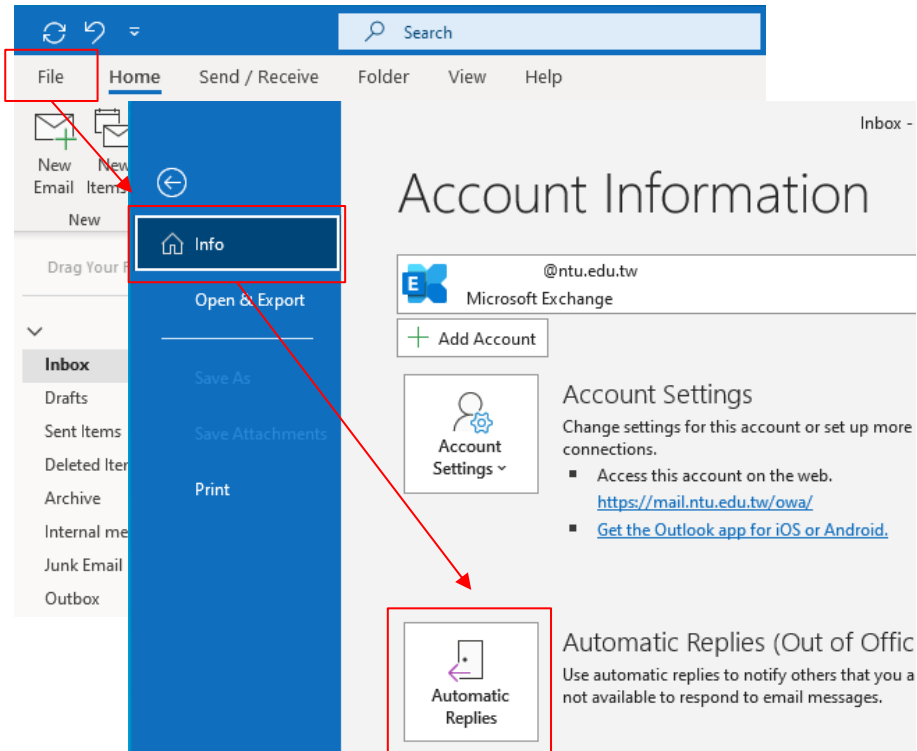
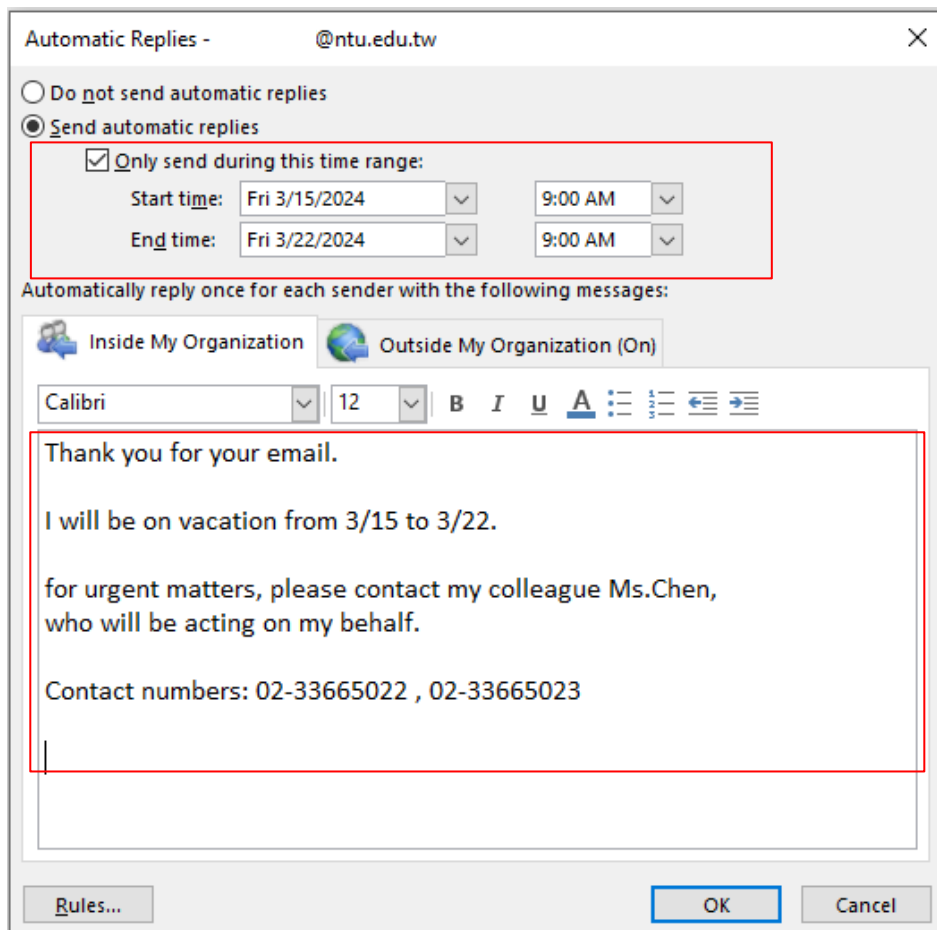


Automatic replies

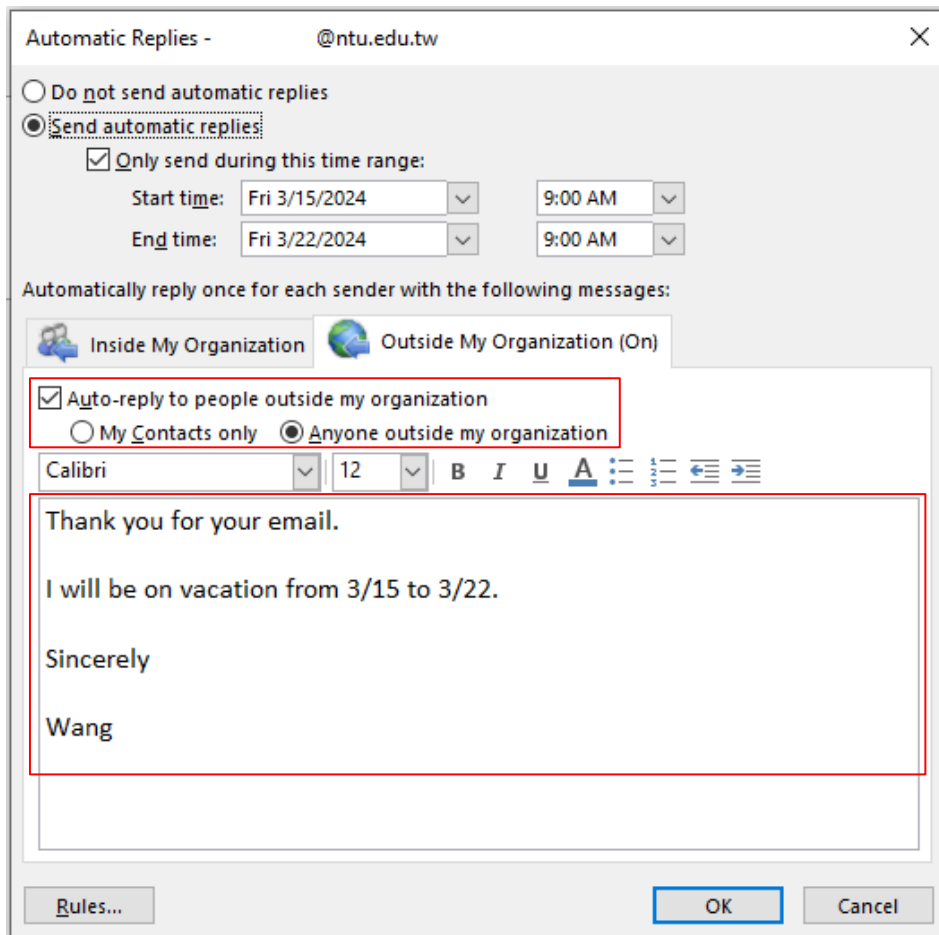
1. Click **【File】** → **【Info】** → **【Automatic Replies】** .



2. Choose an options **【Send automatic replies】** ,
check the **【Only send during this time range】** , and set the time range and message.
Sender inside my organization : @ntu.edu.tw



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.



Automatic Replies - @ntu.edu.tw

Do not send automatic replies

Send automatic replies:

Only send during this time range:

Start time: Fri 3/15/2024 9:00 AM

End time: Fri 3/22/2024 9:00 AM

Automatically reply once for each sender with the following messages:

Auto-reply to people outside my organization

My Contacts only Anyone outside my organization

Calibri 12 B I U A

Thank you for your email.

I will be on vacation from 3/15 to 3/22.

Sincerely

Wang

Rules... OK Cancel