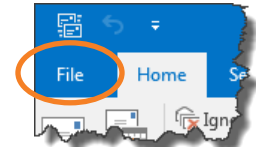
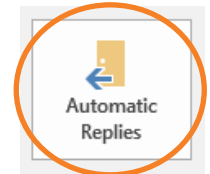




1. Click **File**.

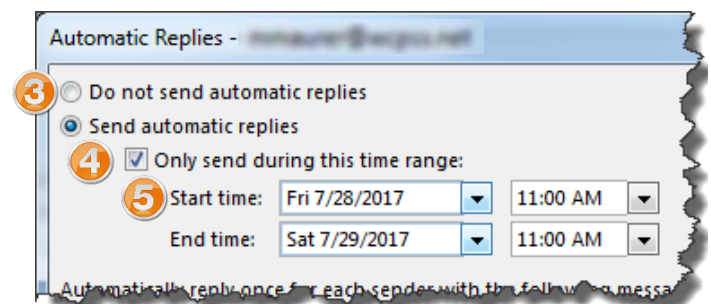


2. Click **Automatic Replies**.



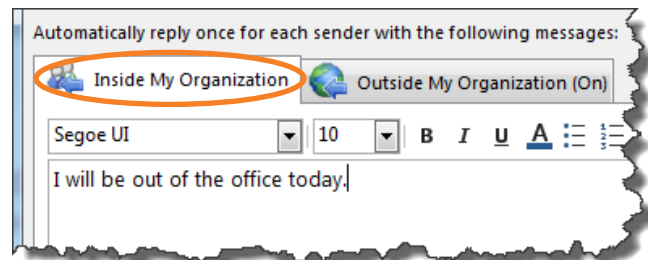
3. Click **Send automatic replies**.

4. Click **checkbox** next to **Only send during this time range**.



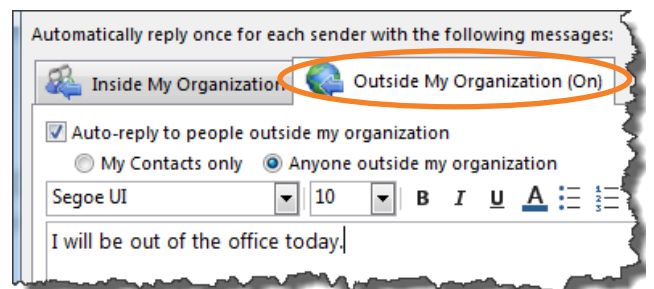
5. Indicate **Start** and **End time**.

6. Click **Inside My Organization** to create and format reply for WCPSS senders.



7. Click **Outside My Organization**.

8. Select options and format reply for **external senders**.



9. To save changes, click .