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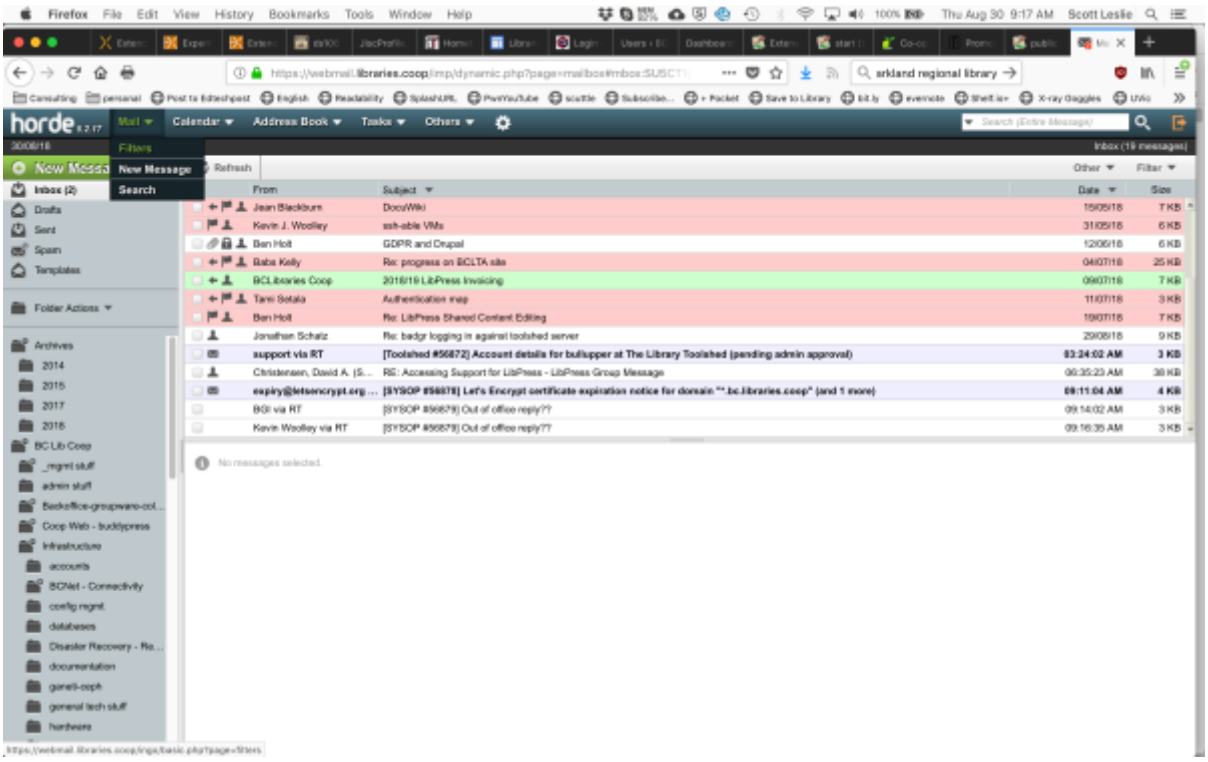
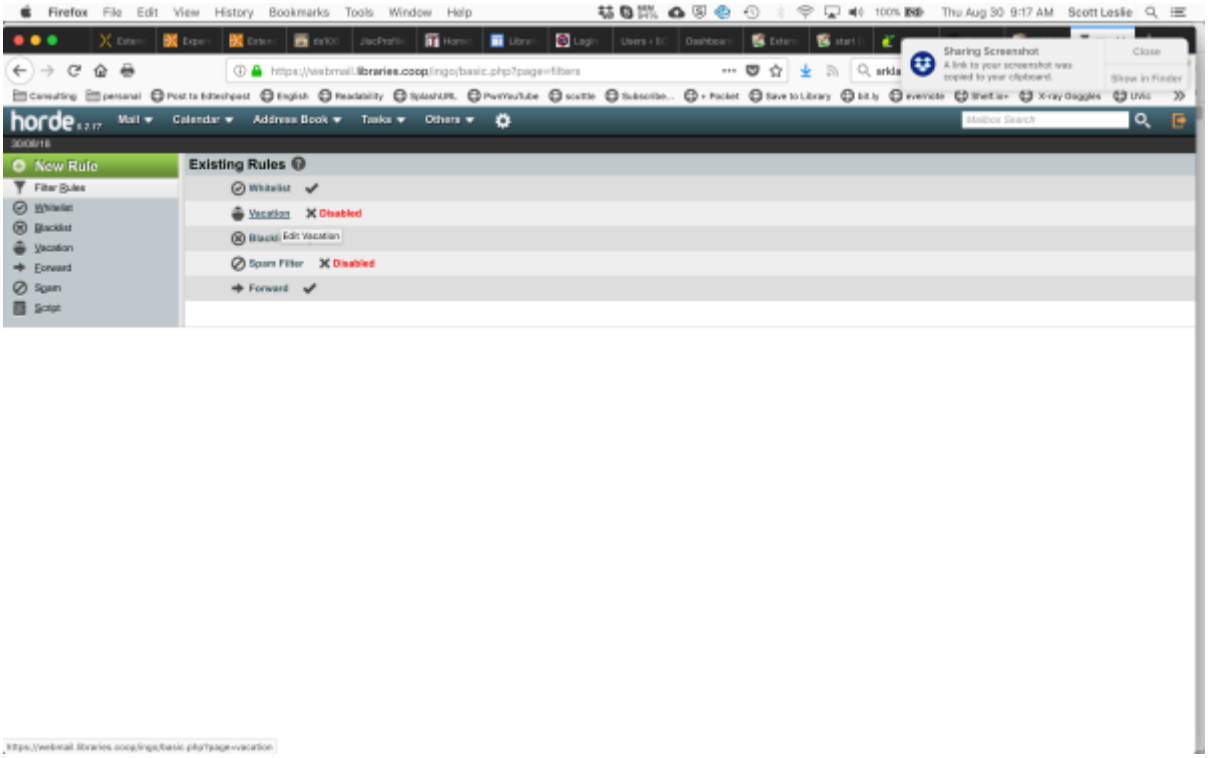
Setting a mail "out of office" reply 1

Setting a mail "out of office" reply

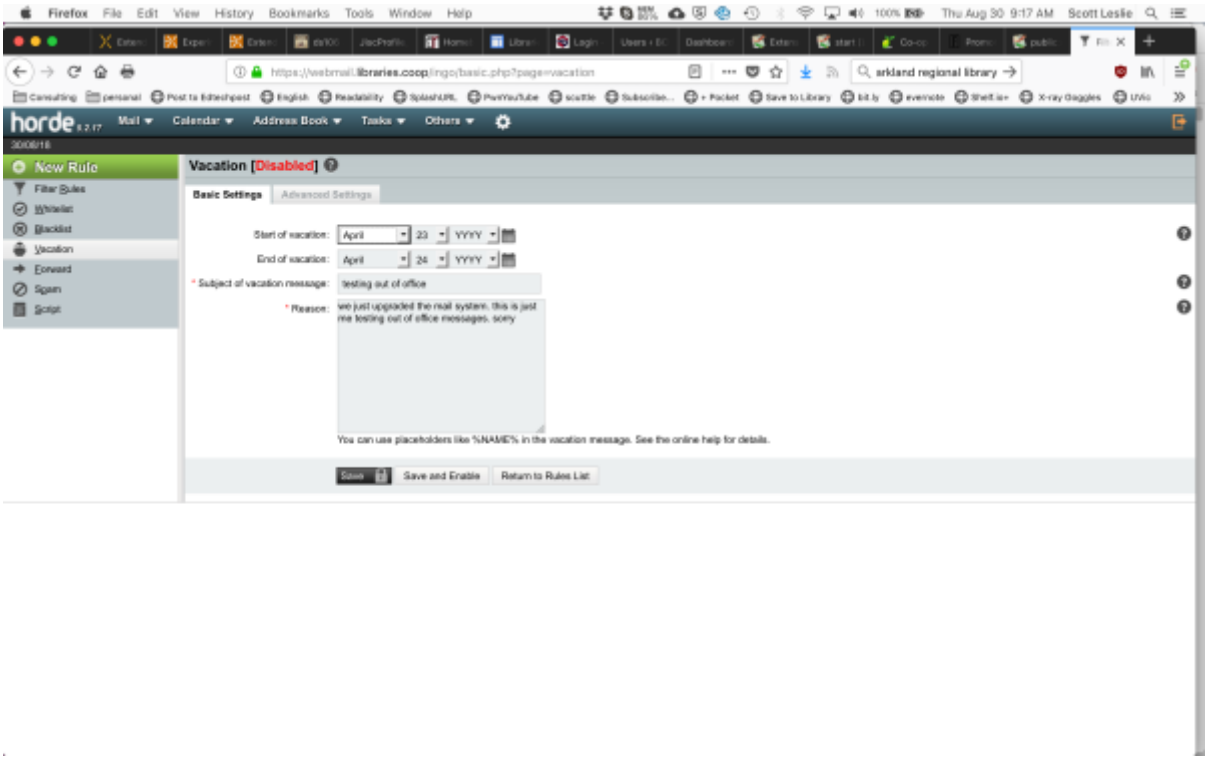
1. Log into mail, then under the top "Mail" menu select "Filters"



2. Then select "Vacation"



3. Finally set the dates and the message you wish to have sent



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