

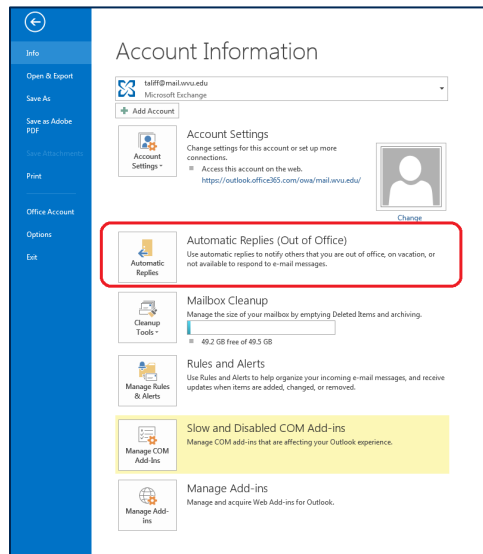
## OUTLOOK EMAIL AND CALENDAR INSTRUCTIONS

### GETTING STARTED

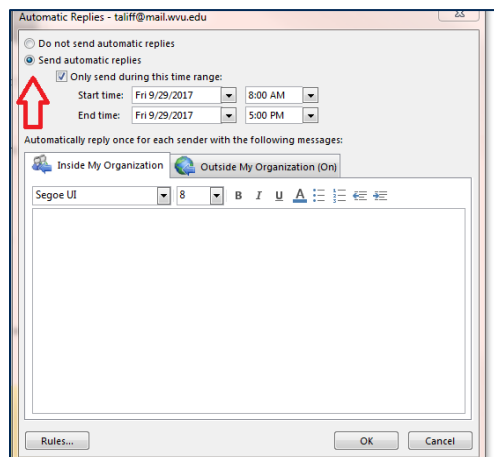
- You can either login to your email account via a web browser at [login.microsoftonline.com](https://login.microsoftonline.com) or the Outlook shortcut on your computer.

### SETTING UP AUTOMATIC RESPONSES

- Click on the blue **File** tab in the upper-left corner.
- Click on the box that reads **Automatic Replies**.



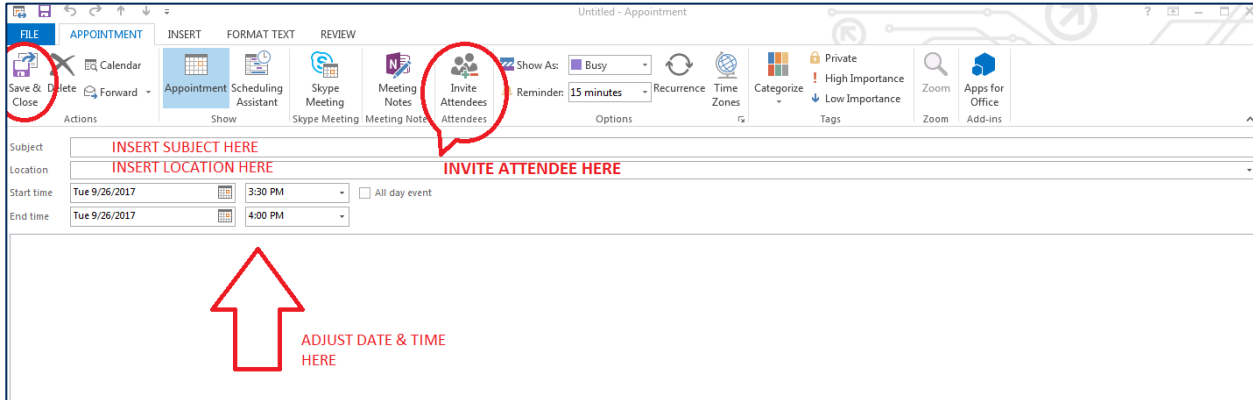
- Click on the **Send automatic replies** option.
- Click on the **Only send during this time range** option.



- Select the time range boxes to create the time you will be gone.
- Write a message or greeting that you want others to receive while you're gone.  
**Note:** You can change the greeting for individuals inside/outside of your organization.
- Click **OK**.

## SETTING UP/EDITING CALENDER INVITES

1. ! Click on the **Calendar** tab in the bottom-left corner of your screen.
2. ! To schedule a meeting, click on the desired date. Then click **New Appointment** in the top-left corner of your screen.
3. ! Fill out the appointment page by inserting a subject, location, date and time.



4. ! To invite a person to the meeting, click **Invite Attendees** and type in his/her name.
5. ! Click **Save & Close** in the top-left corner of the calendar entry.