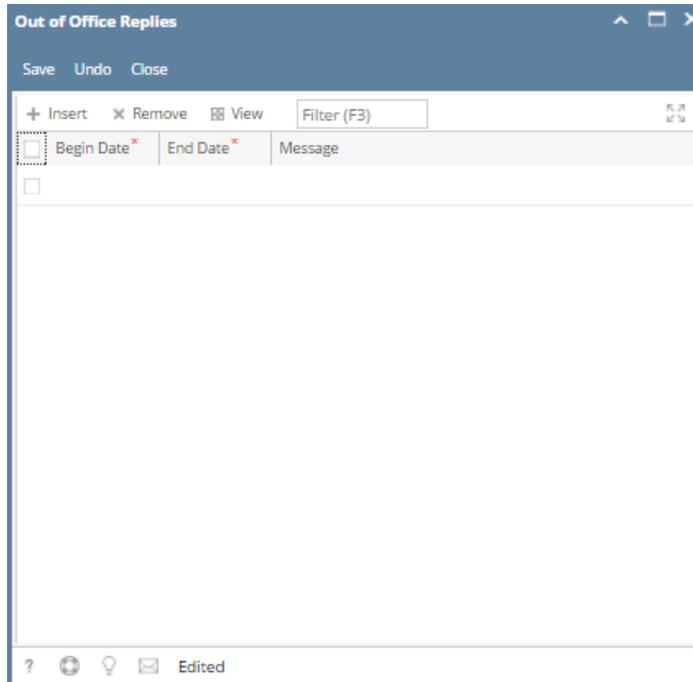


# How to Add Out of Office Replies

To add new **Out of Office Reply**:

1. On the Menu Panel, click on **Help Desk**.
2. Click **Out of Office Replies** menu to open the **Out of Office Replies** screen.



3. Go to available row in the grid and enter Begin Date and End Date. Once entered, message will auto generate. User can still edit the Message.
4. Click **Save** button.