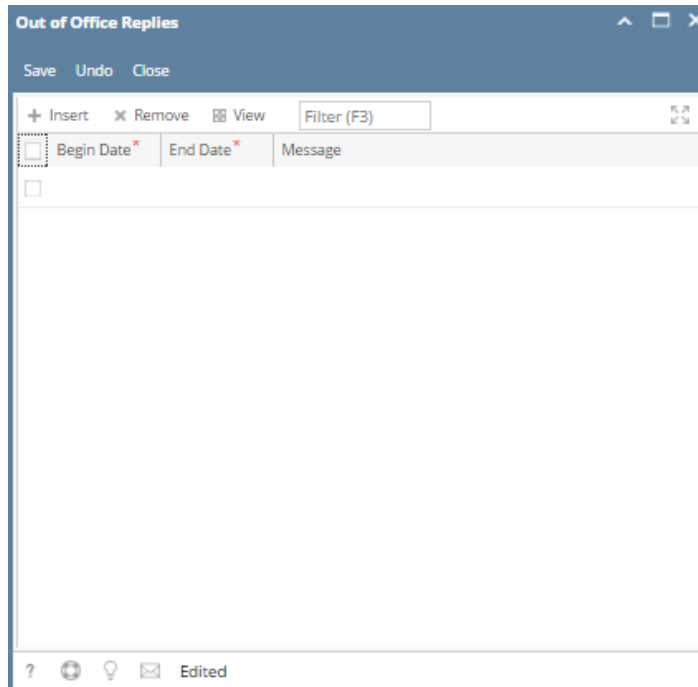


# How to Add Out of Office Replies

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.



The screenshot shows a window titled "Out of Office Replies" with a blue header bar. Below the header is a toolbar with "Save", "Undo", and "Close" buttons. A secondary toolbar contains "+ Insert", "X Remove", "View", and a "Filter (F3)" input field. The main area is a table with three columns: "Begin Date", "End Date", and "Message". The "Begin Date" and "End Date" columns have red asterisks indicating required fields. The "Message" column is currently empty. At the bottom of the window is a status bar with icons for help, refresh, lightbulb, and email, followed by the text "Edited".

	Begin Date*	End Date*	Message
<input type="checkbox"/>			

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.