

## **Automatic Email Replies- Out of Office**

### **From Outlook 2013**

Choose File....Automatic Replies (Out of Office)

You can now send automatic replies tailored to Inside My Organization and Outside My Organization.

Choose Send automatic replies.

You may enter Start Time and End Time

### **From Outlook Web Access**

[www.canton-mi.org/mynewmail](http://www.canton-mi.org/mynewmail) (login with email address and network password)

Choose settings (located in the top right corner)

Choose View all Outlook Settings

Choose Automatic Replies

You can now send automatic replies tailored to Inside My Organization and Outside My Organization.

Choose Send automatic replies.

You may enter Start Time and End Time

Save

### **As of 4/3/2020 - UPDATED Reply to be used by ALL employees during building Closure**

**All Canton Township facilities are currently closed to the public. Emails and voicemails will be checked periodically and responded to if the matter is considered urgent.**

**If this is a matter of health and safety, please call our Canton Public Safety non-emergency number, 734/394-5400. If this is a true emergency, please call 9-1-1.**

Any questions or problems, please contact the ITS Help Desk at 394-5245 or [helpdesk@canton-mi.org](mailto:helpdesk@canton-mi.org)