"Proudly Providing IT Support for the UNO Community"

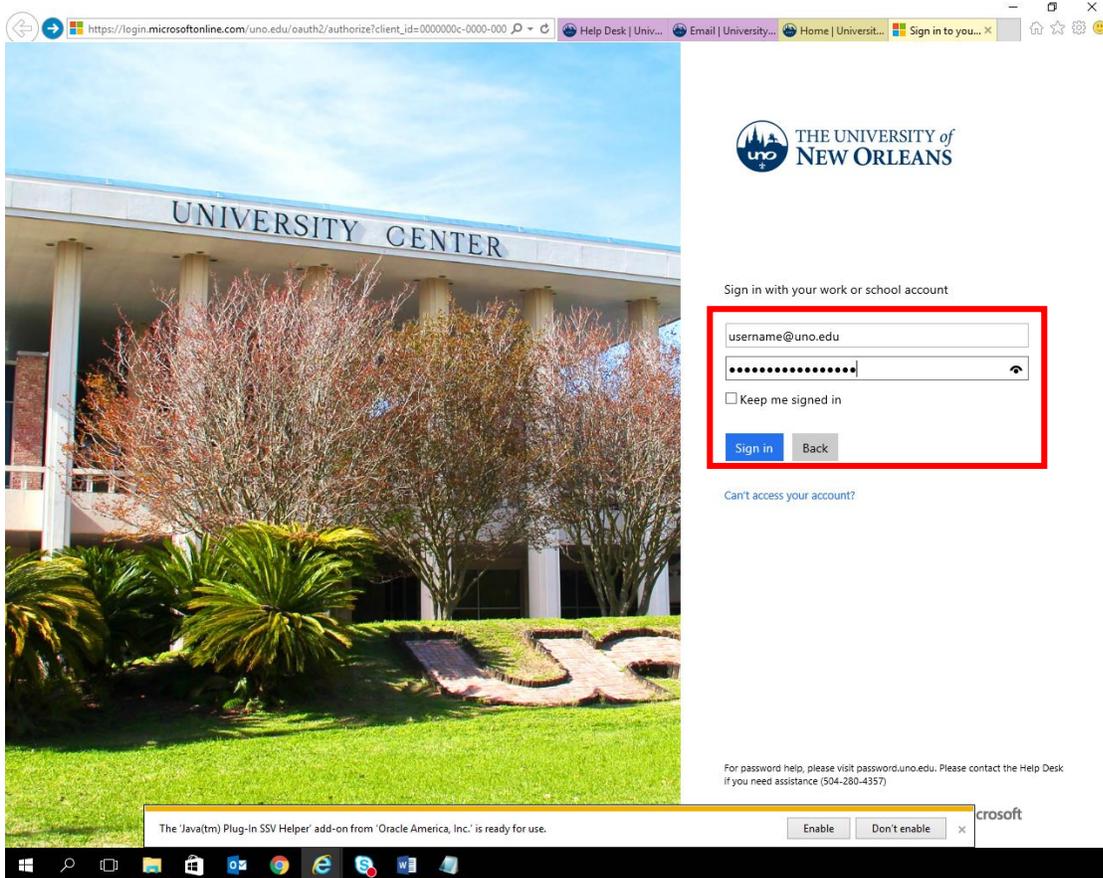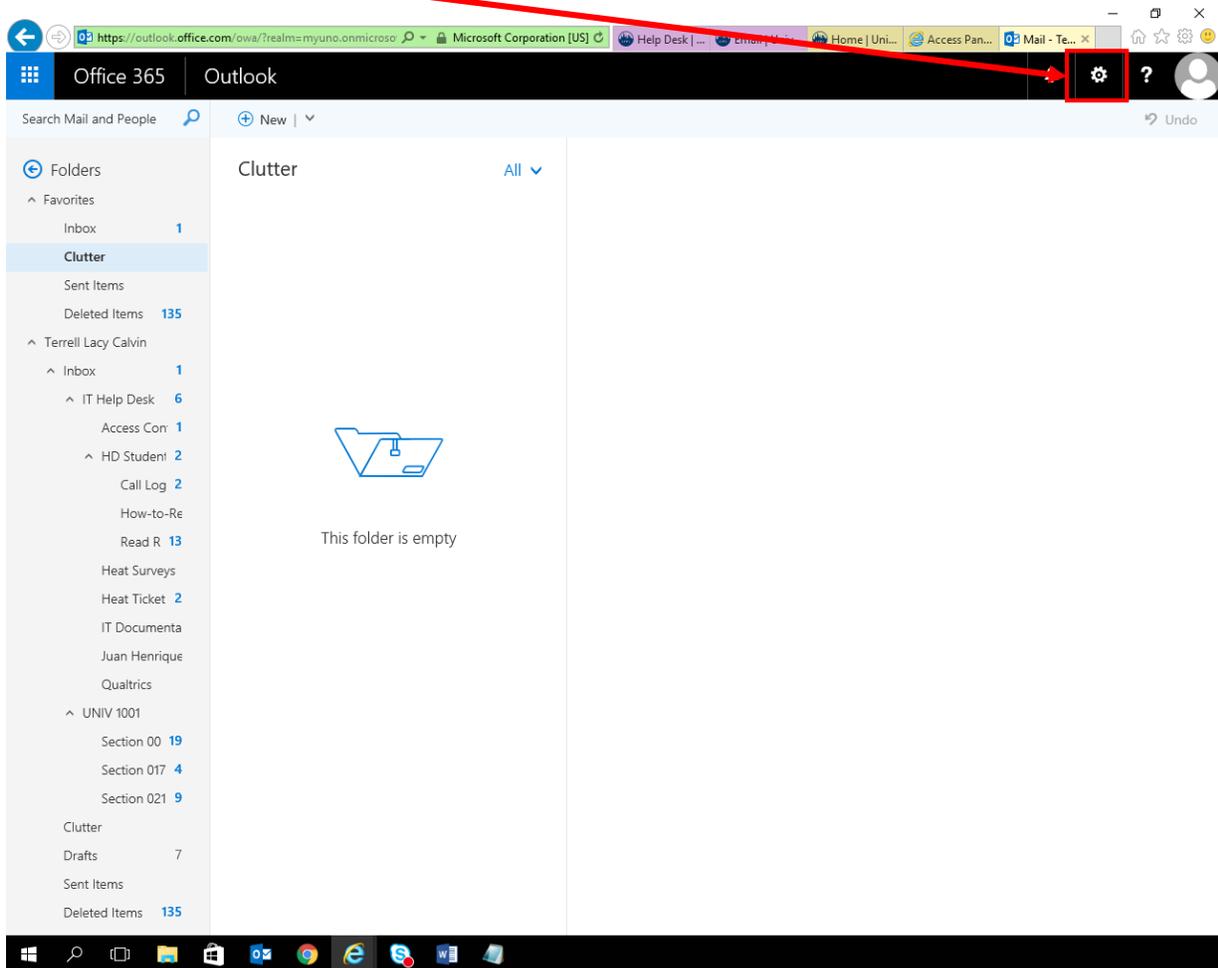# CREATING AN AUTOMATIC REPLY IN YOUR OUTLOOK WEB ACCOUNT

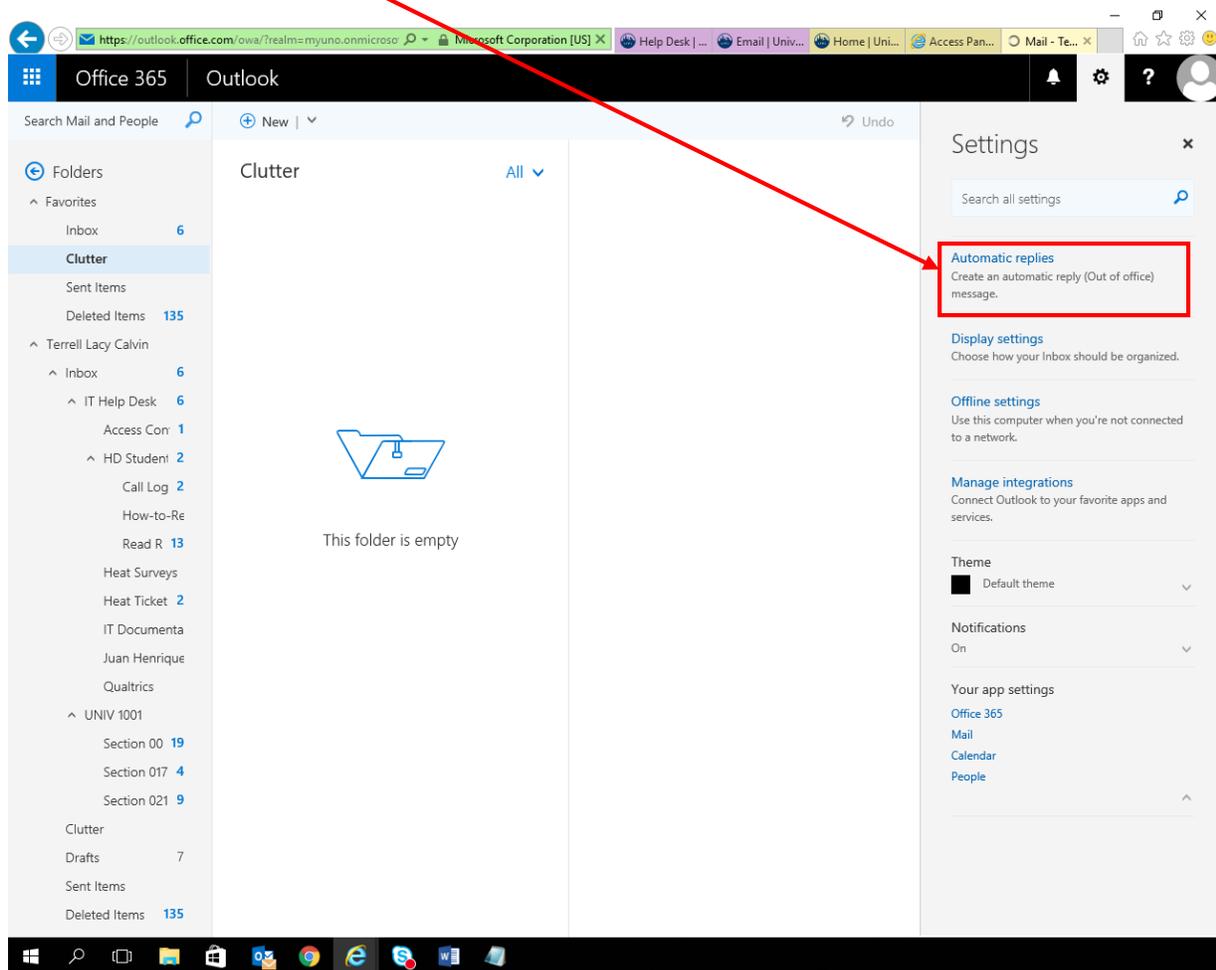1. Log in to your UNO email account using your username and password credentials.

2. Click on the **Settings** icon located in upper-right corner of the email screen.

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3. Click on the "Automatic Replies" Option under settings pane.

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4. Create your Automatic reply settings and customize your email message. Once you've completed customizing your settings and message, click **"Ok"** button at the upper-left area of the Automatic Replies screen.
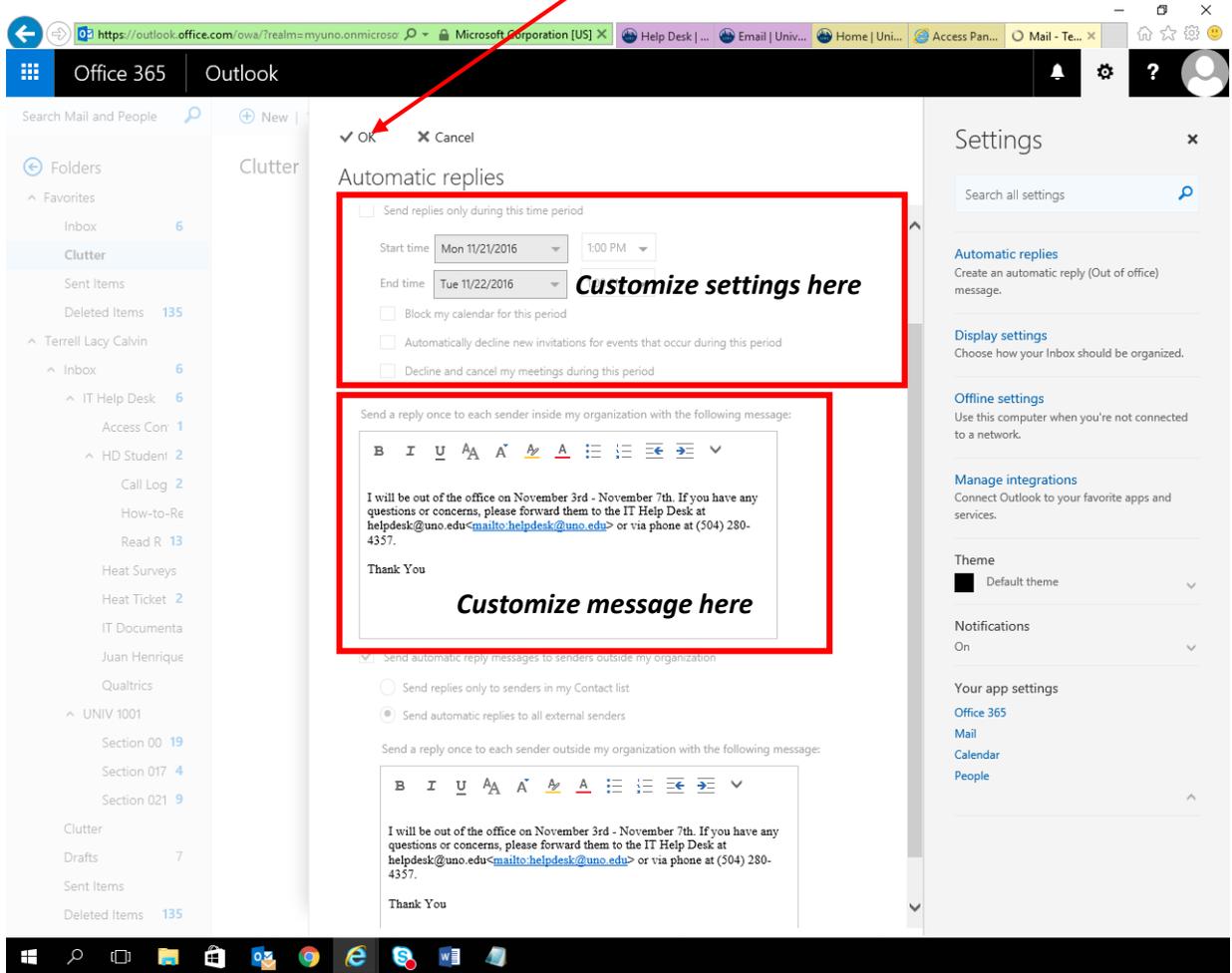
You have successfully created an automatic reply email message for your UNO email account.