

How to set up your out of office message

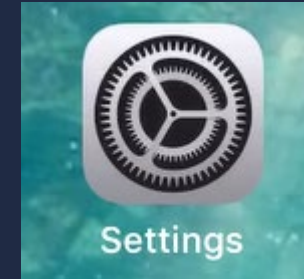
iOS (Apple)

iOS Apple - Out of Office

To start your setup.

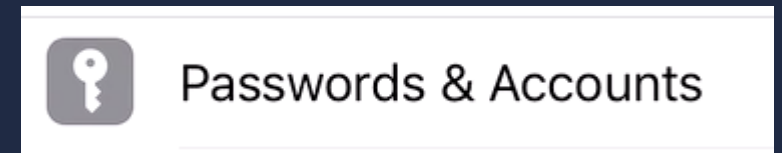
1. Click on the Settings icon

1



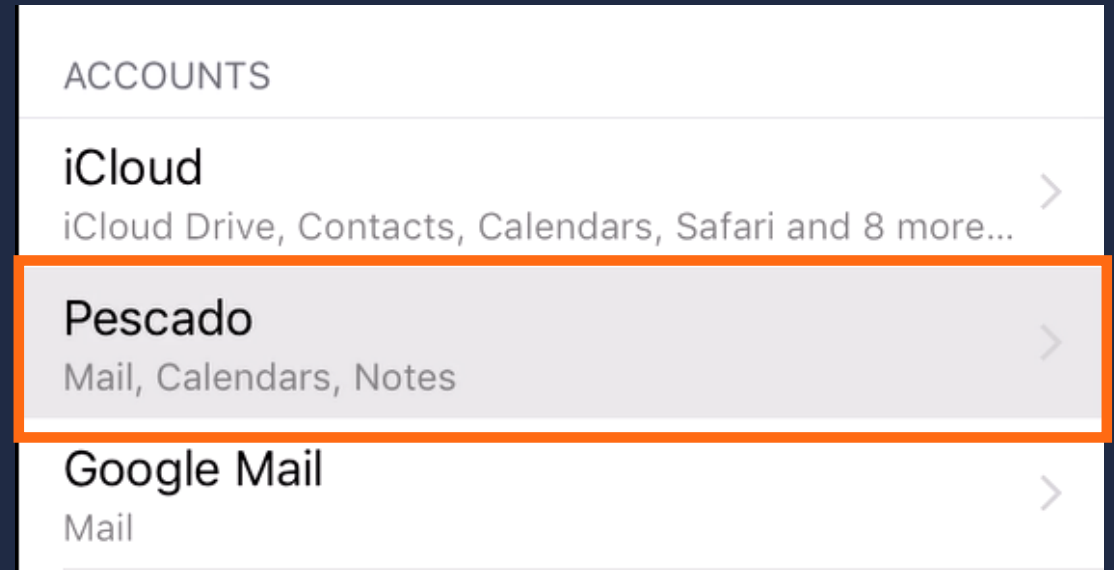
2. Scroll in settings and Click on the Passwords & Accounts icon

2



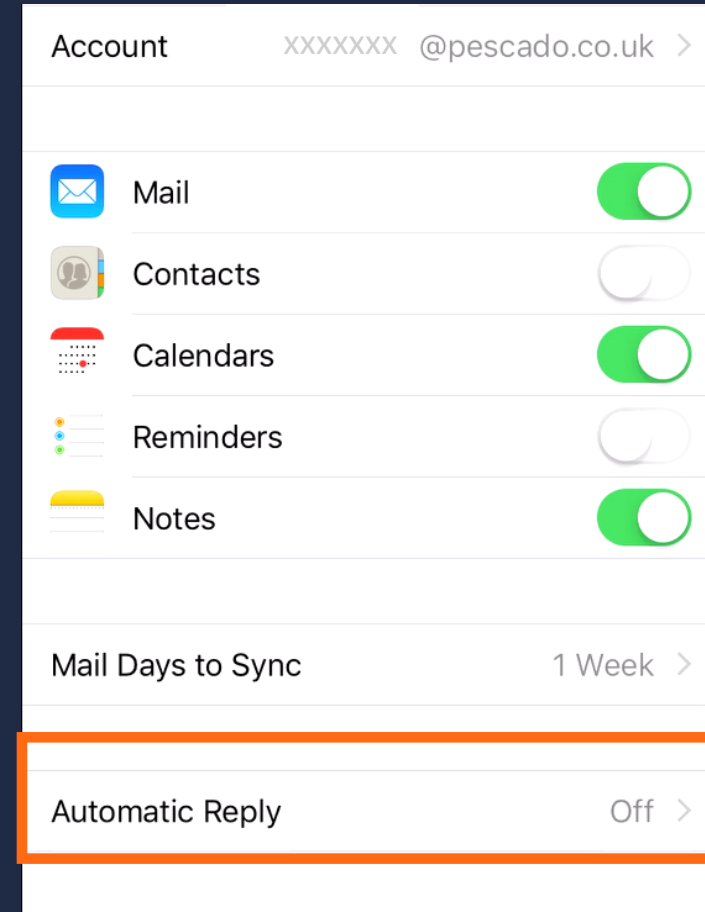
iOS Apple - Out of Office

3. Select the email account you want to send automatic replies from e.g. Pescado



iOS Apple - Out of Office

4. Click on Automatic Reply

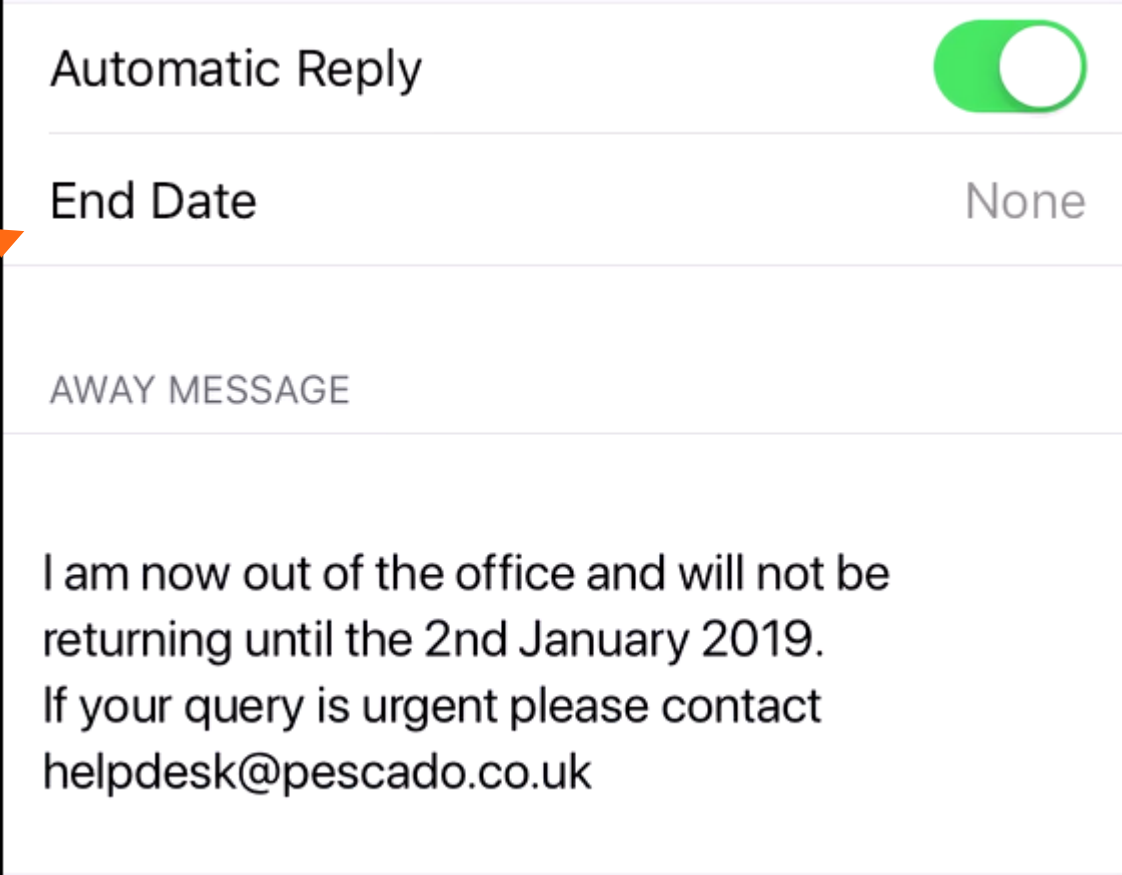


iOS Apple - Out of Office

5. Click on Automatic Reply →

6. At this stage you can choose to set an end date for your message

7. Enter your **AWAY MESSAGE** text, this will be sent to your colleagues →

A screenshot of the iOS 'Automatic Reply' settings. The 'Automatic Reply' toggle is turned on (green). The 'End Date' is set to 'None'. Below these settings is a section titled 'AWAY MESSAGE' containing the text: 'I am now out of the office and will not be returning until the 2nd January 2019. If your query is urgent please contact helpdesk@pescado.co.uk'. Three orange arrows from the text on the left point to the 'Automatic Reply' toggle, the 'End Date' field, and the 'AWAY MESSAGE' text respectively.

Automatic Reply

End Date None

AWAY MESSAGE

I am now out of the office and will not be returning until the 2nd January 2019. If your query is urgent please contact helpdesk@pescado.co.uk

iOS Apple - Out of Office

8. Enter your **EXTERNAL AWAY MESSAGE** text, this will be sent to your people outside of your organisation
9. Your out of office message is now enabled.

