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.
3. Click on the “Automatic Replies” Option under settings pane.
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.