

CREATING AN AUTOMATIC REPLY IN YOUR OUTLOOK WEB ACCOUNT

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



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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.



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.