Out of Office Assistant ✕

⦿ I am currently In the Office

◯ I am currently Out of the Office

AutoReply only once to each sender with the following text:

Hello Everyone,
I am on christmas vacation till 05-01-2020 and unable to respond back. Please forward any urgent queries to Department head.
Thanks

These rules will be applied to incoming messages while you are out of the office:

Status	Conditions	Actions

Move Up

Move Down

Add Rule...   Edit Rule...   Delete Rule   ☑ Show rules for all profiles

OK   Cancel