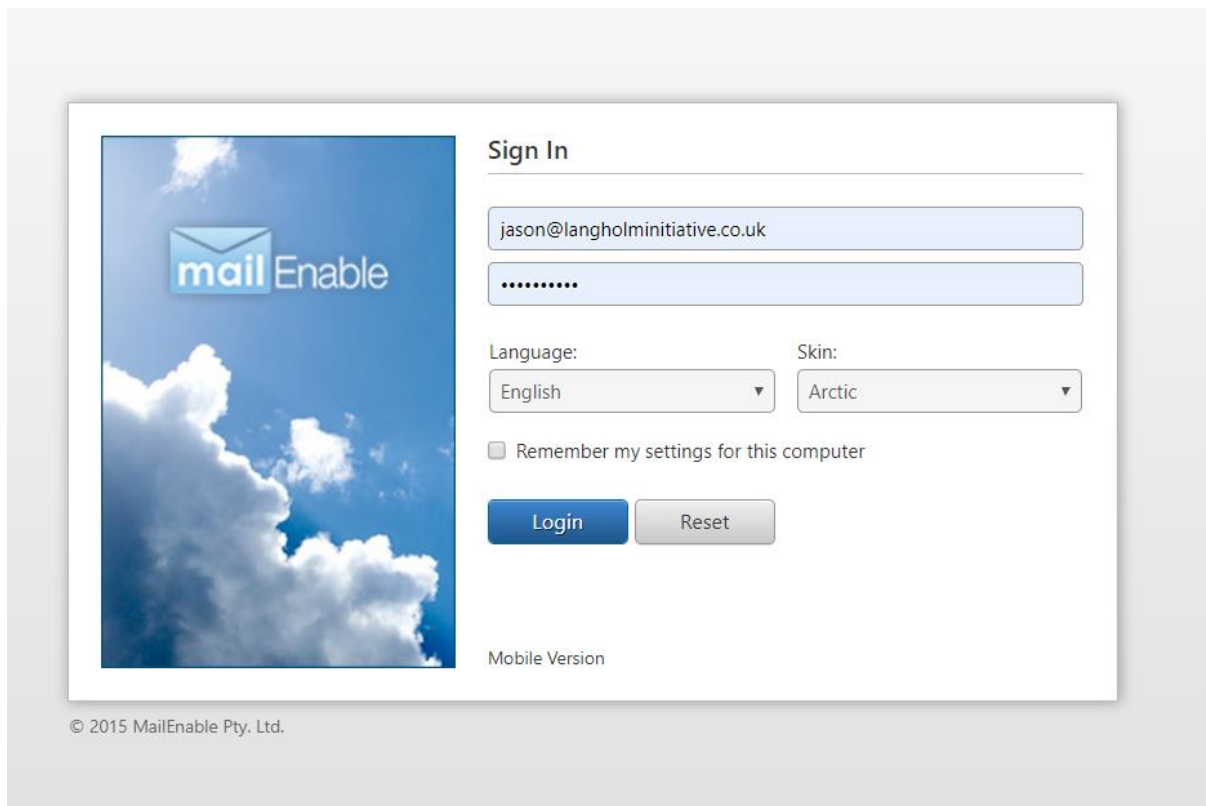
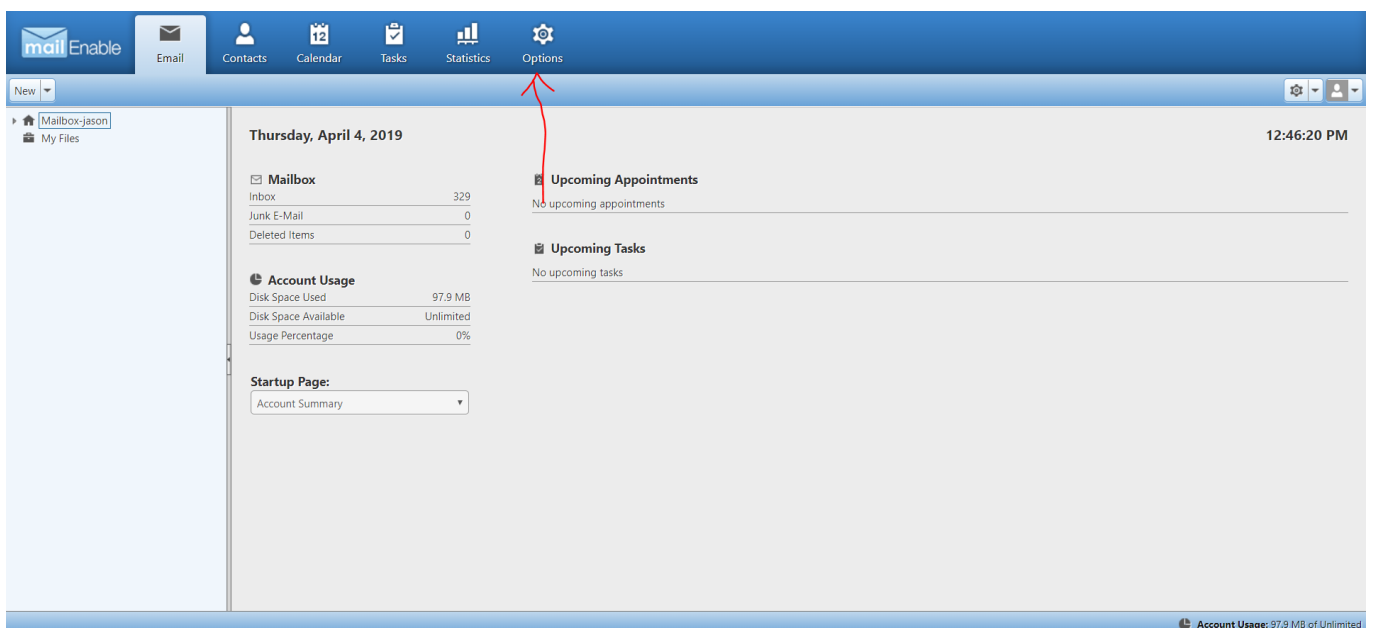


## Setting an out of office email for the Langholm Initiative

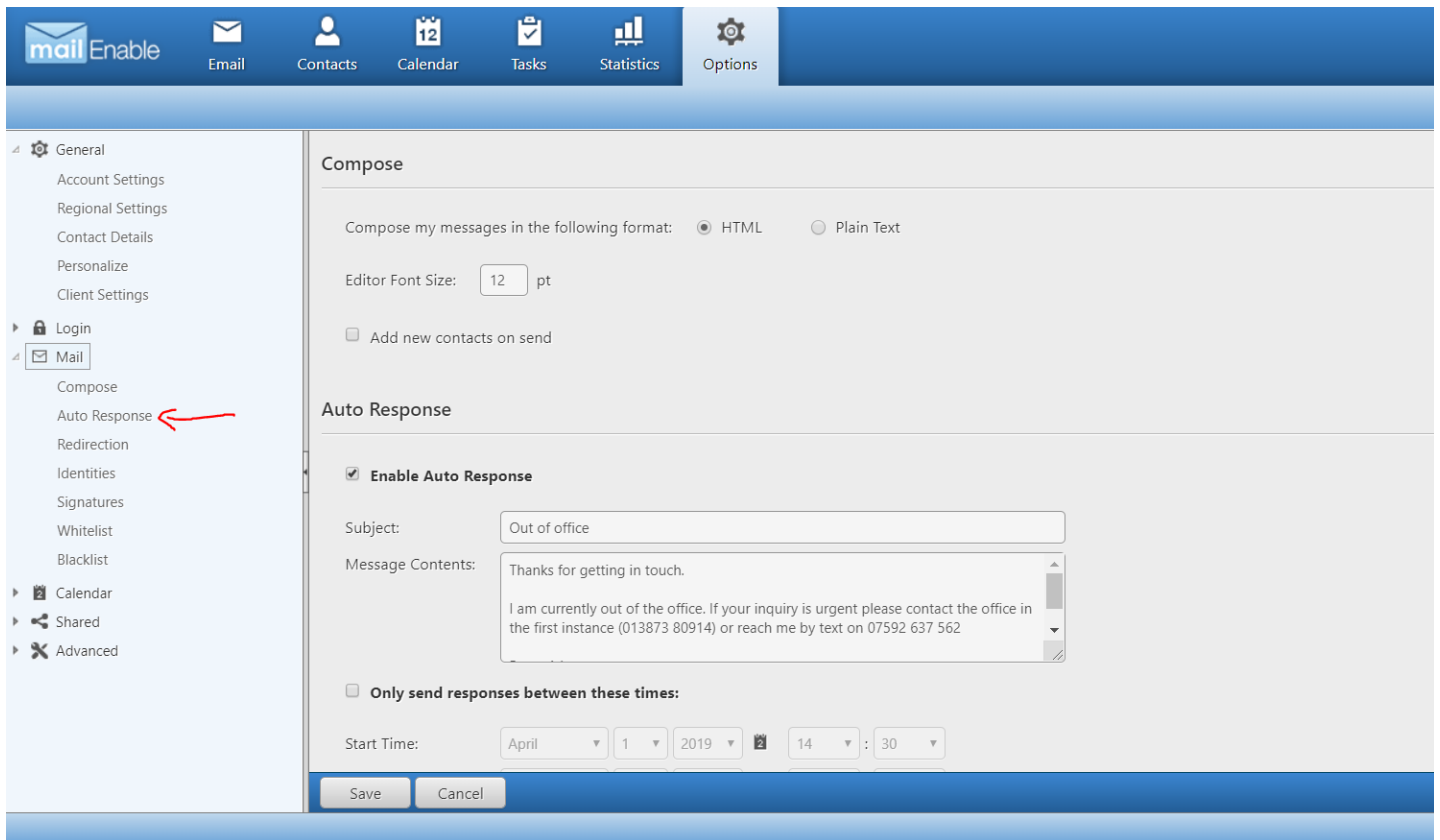
1. Open your browser and go to **mail.eskdale.net**
2. You will be prompted to sign in using your email address and network password.



3. Go to **Options**



4. In Options, open **Mail** and select **Autoresponse**



5. Write your message and subject in the boxes provided and click **Only send responses between these times**. Enter the times you will be out of the office and then click **Save**.

