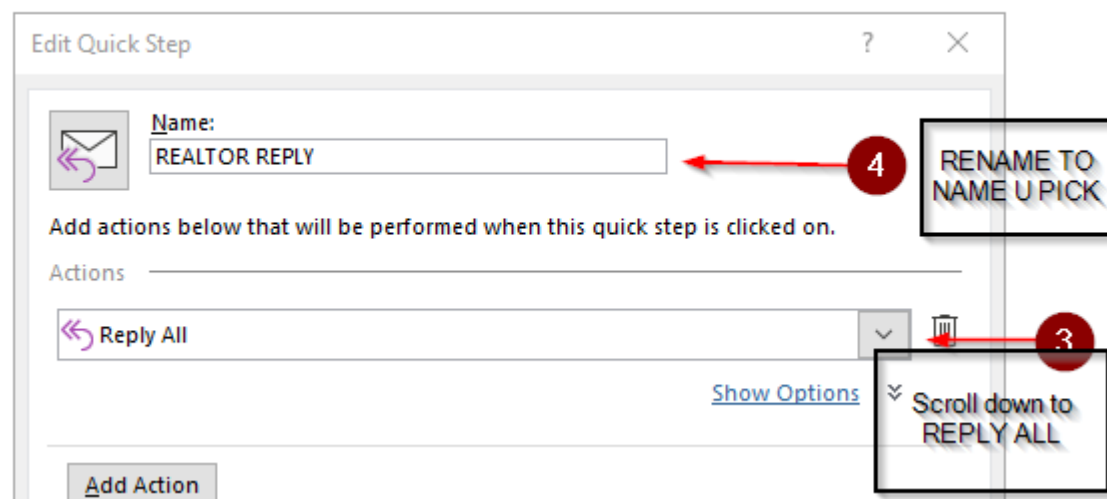
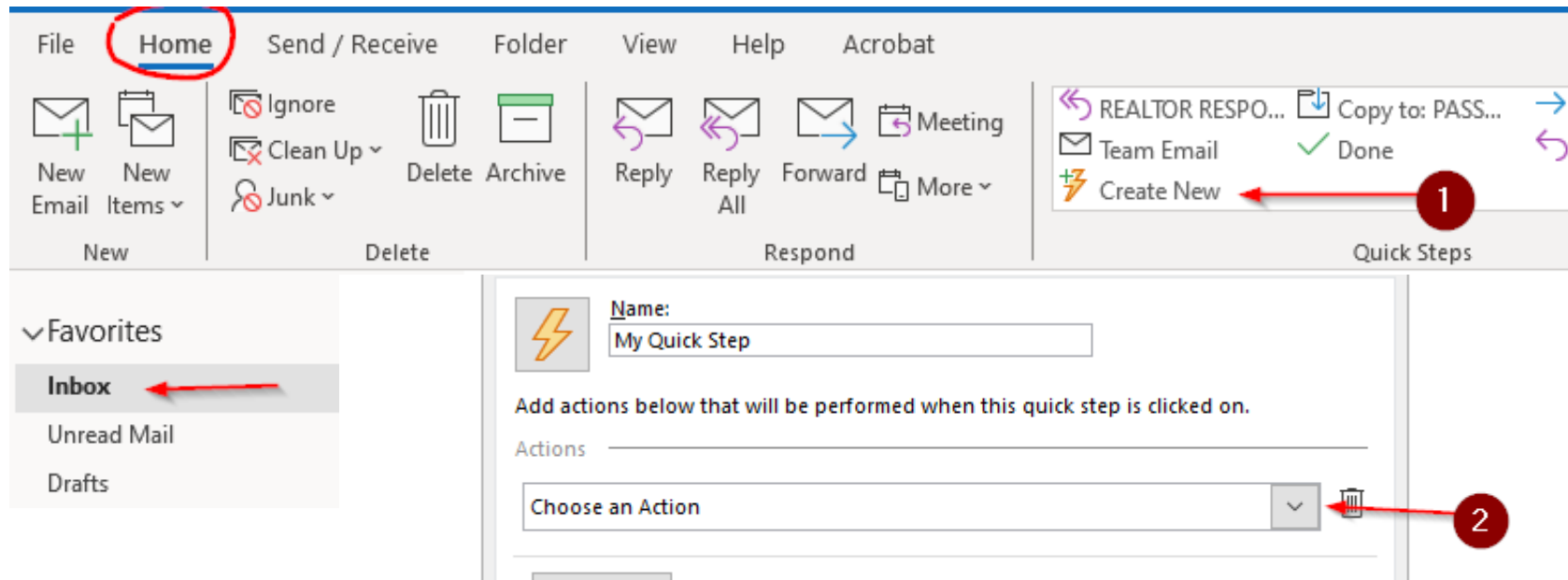



## **HOW TO MAKE AN AUTO REPLY TEMPLATE IN OUTLOOK:** edited 11-16-23


1. Copy the auto reply, exactly how you want it from a word document. Copy the entire thing make sure your mobile app link and your signature are on it.
2. Go to your outlook, select home, inbox then look up to create new.



 **Name:**  
REALTOR REPLY

Add actions below that will be performed when this quick step is clicked on.

Actions

 Reply All

[Show Options](#)

[Hide Options](#)

[Add Cc](#) [Add Bcc](#)

ct: RE: <subject>

No Flag

tance: No Change

Y.MILLER@USMORTGAGE.COM

I look forward to working with you.

☐ Automatically send after 1 minute delay.

ion




by: Choose a shortcut




This text will show up when the mouse hovers over the quick step.


Finish Cancel

PASTE YOUR Reply into here. Do not put a signature if you have one in your outlook already.

DO NOT DO ANYTHING ELSE EXCEPT HIT FINISH

 REALTOR REPLY  Copy to: PASS...  To Manager

 Team Email  Done  Reply & Delete

 Create New

Quick Steps

Move Rules Send to OneNote Unread/Read Catego

1:30 PM PL Meeting with Kim Curran

BW Bill Woods  
To Nancy Woods

It will automatically appear in your quick step box once you open an email you want to use it on click it, it will fill in your email, then hit send!