

The Cathy Hughes School of Communication:

OUT OF OFFICE AUTO SIGNATURE TEMPLATE

Created by the Chief Technology Officer
Assistant Dean of Multi-Media, Technology and Facilities
August 29, 2024

Purpose: The purpose of this Out of Office Auto Signature Template is to provide a professional and consistent response to incoming emails when you are unavailable. It informs senders of your absence, expected return date, and alternate points of contact, ensuring smooth communication during your time away.

Instructions: Copy the Template. Paste it into Your Email Client. Modify the Details: Update the dates, reason for your absence, and any specific contact information as needed. Enable the Autoreply: Turn on the out-of-office auto-reply feature in your email client to activate the message. Test the Setup (Optional): Send yourself a test email to ensure the autoreply is functioning correctly.

For example, use the text below to get started:

Thank you for your email! I will be out of the office starting (MM/DD/YYYY at HH:MM AM/PM) and returning (MM/DD/YYYY at HH:MM AM/PM). While I may check my emails periodically, I may not be able to respond until I return.

- For facilities issues please contact: (howarduhelpdesk@cbre.com).
- For computer lab issues contact ETS: (huhelpdesk@howard.edu).

Thank you!