



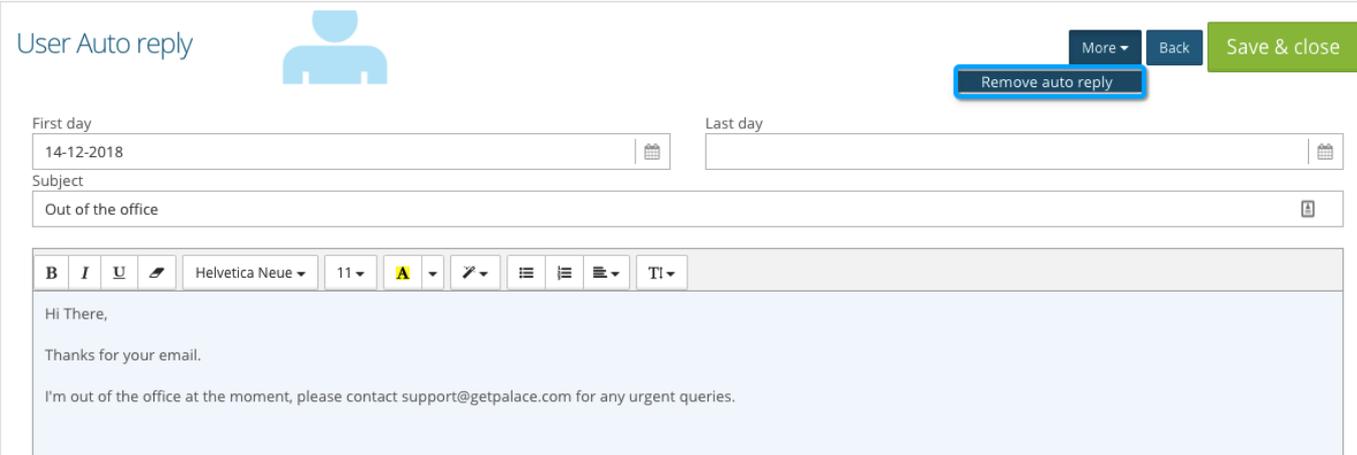
## Removing your Auto Reply

If you haven't set an end date for your Auto Reply, you can manually turn this off.

Access your Auto reply set up screen (as shown in the previous step) and at the top of your screen you will see the option to click on MORE.

Select this option and you will see 'Remove Auto Reply' and your screen will automatically refresh and navigate you back to the main users screen.

This removes the auto reply and clears all fields in the set up screen for you.



User Auto reply

More ▾ Back Save & close

Remove auto reply

First day 14-12-2018 Last day

Subject Out of the office

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Hi There,  
Thanks for your email.  
I'm out of the office at the moment, please contact support@getpalace.com for any urgent queries.