

Ultimate Escape Out-of-Office Auto Reply

Whatever you do, do not forget to turn on your out-of-office message. The Hawk has already done half the work for you. Just follow the instructions below and you'll be set for the ultimate escape. Easy. Peasy.

Instructions:

1. In your email settings, navigate to your vacation auto responder.
2. Fill out the Subject and Message details as outlined below.
3. Turn on the vacation responder.
4. Shut off your brain.

Subject: Currently Away from My Desk

Message:

Thank you for your message. I am currently out of the office, with no email access. I will be back in the office on (date of return). I promise that upon my return I will be happier, more relaxed and in great spirits. I look forward to talking to you then!

All the best,

(Name)