**Sample Automatic Reply Messages:**

**Teleworking – Unavailable during normal operating hours**

Thank you for your message.  I am currently working outside of normal *college/area* operating hours. I will be available for immediate responses from *start time* to *end time.* If this message is urgent, please call *name and title* at *number* or *email* during normal operating hours.

**On Leave – Not Working**

Thank you for contacting me. I am currently unavailable and not monitoring my email and voicemail messages at this time. Please contact *name* at *number* or *email* in my absence.

**Delay in Response Time**

Thank you for your message.  We anticipate longer response times for all inquiries received by our office during this time. Your message is important to us and we will respond as quickly as we can.

**As always, please follow guidance recommended by your campus/college/area.**