**HOW TO SET YOUR OUT OF OFFICE MESSAGE IN AXIGEN**

Log into the account in Axigen.

On the lower left hand corner, there is a little GEAR for settings.  Click that, and click SETTINGS.

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On the GENERAL TAB, you will see the OUT OF OFFICE responder option, where you just click it and put in the dates and a message. Enter the information and click SAVE AND CLOSE.

