Title: How to Set Out of Office Replies
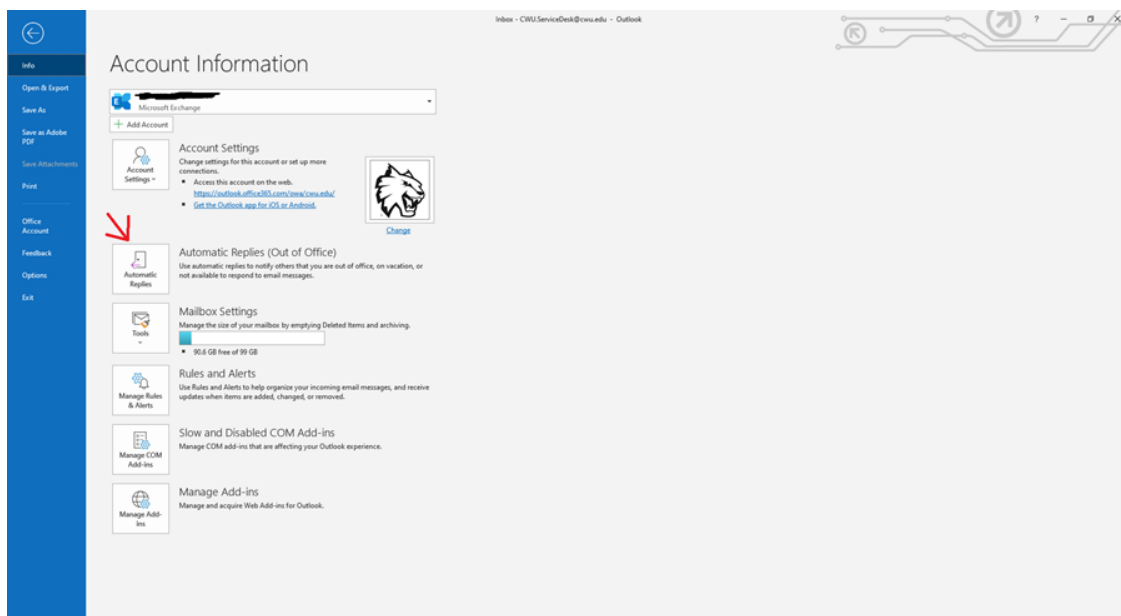
Task:

Set automatic replies when away from the office.
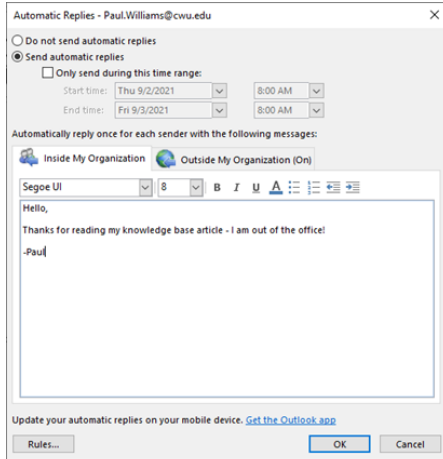
Instructions:

To set automatic replies in Outlook, open the Outlook client and select "File" in the top left corner.

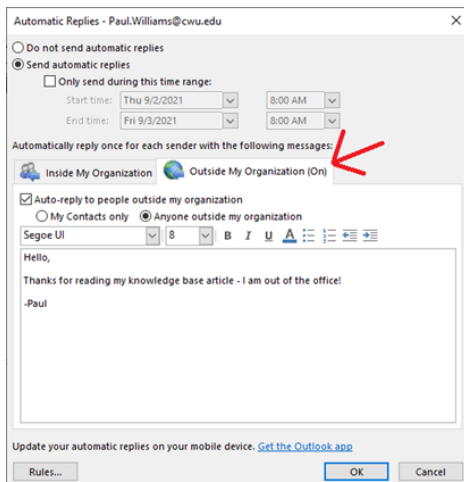Then, select "Automatic Replies" from the account information menu

Once the automatic reply popup loads, select "Send Automatic Replies" at the top, and then enter what you would like to say in the text box below.

You can also specify that certain replies are sent only within the organization, or to all email addresses that contact you.

Once your message is ready, select "OK" at the bottom, and your automatic reply will be enabled. Your automatic reply section should now be highlighted yellow. You can disable the reply on the file menu by selecting "Turn Off".

Account Information

Paul.Williams@cwu.edu
Microsoft Exchange

+ Add Account

Account Settings

Account Settings ⌄

Change settings for this account or set up more connections.
- Access this account on the web.
  https://outlook.office365.com/owa/cwu.edu/
- Get the Outlook app for iOS or Android.

Change

Automatic Replies (Out of Office)

Automatic Replies

Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to email messages.
- Automatic replies are being sent.

Turn off

Mailbox Settings

Tools ⌄

Manage the size of your mailbox by emptying Deleted Items and archiving.
- 90.6 GB free of 99 GB

Info
Open & Export
Save As
Save as Adobe PDF
Save Attachments
Print
Office Account
Feedback
Options
Exit