

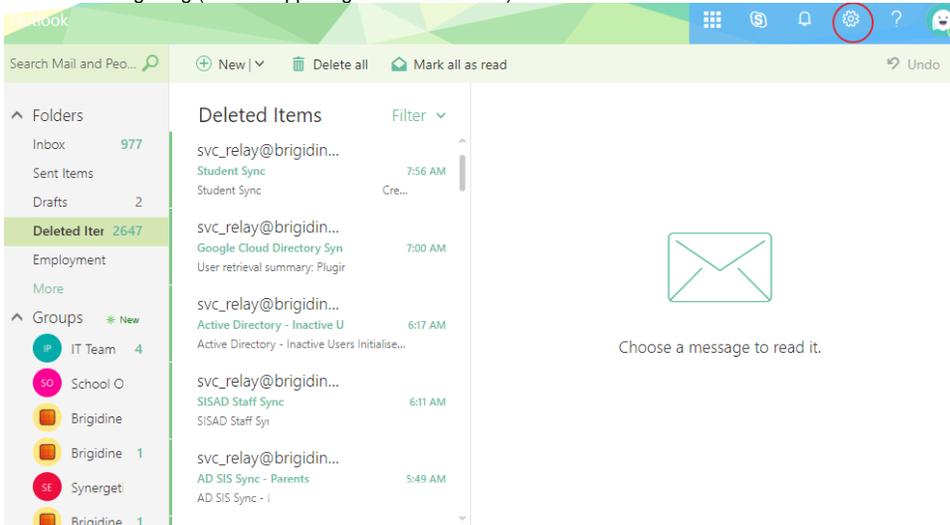
Out of Office Auto-Reply

When you're out of the office and unable to attend to your email, you can use the Out of Office reply feature in Outlook to send an automatic reply.

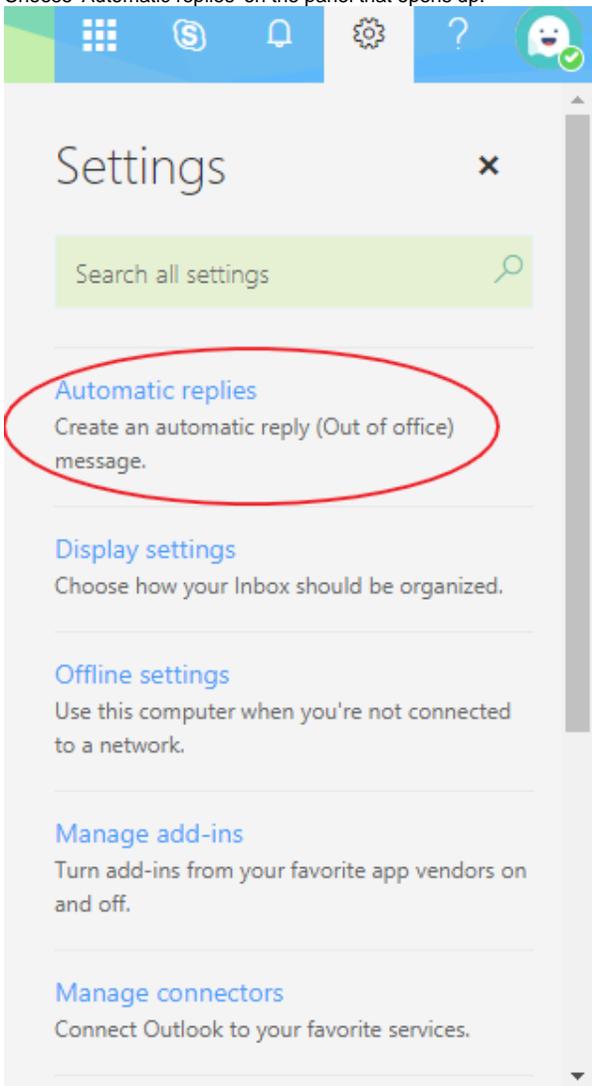
 If you have exterior people contacting you, you will need to create both an 'Inside my Organisation' and 'Outside my organisation' reply.

Instructions

1. Open the Outlook Web App.
2. Click the settings cog (located upper right hand of screen).



3. Choose 'Automatic replies' on the panel that opens up.



6. The start time should be set to your last day (and hour) of work and the end time should be set to your first day back.

Don't send automatic replies

Send automatic replies

Send replies only during this time period

Start time	Fri 21-Sep-18	3:00 PM
End time	Mon 08-Oct-18	8:00 AM

Block my calendar for this period

Automatically decline new invitations for events that occur during this period

Decline and cancel my meetings during this period

7. Next fill out the message boxes with the message you would like to be sent back. This can be different in both sections. This message should contain the day you left as well as your first day back to let the person know you are unable to attend to their email until that date.

8. Finally hit the 'OK' button in the top right to save your automatic reply

OK Cancel

Automatic replies

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Start time	Fri 21-Sep-18	3:00 PM
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Block my calendar for this period

Automatically decline new invitations for events that occur during this period

Decline and cancel my meetings during this period

Send a reply once to each sender inside my organization with the following message:

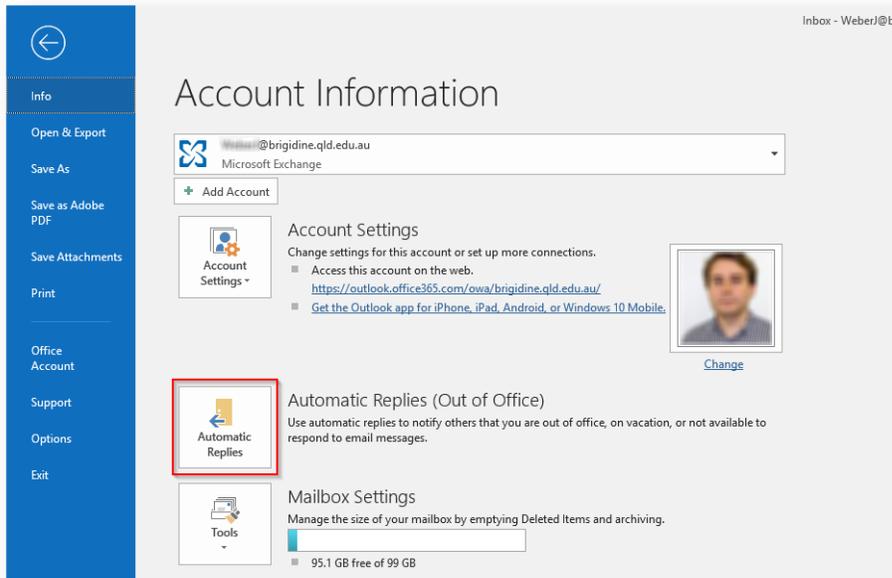
B *I* U AA A[~] A_~ A

Hi,

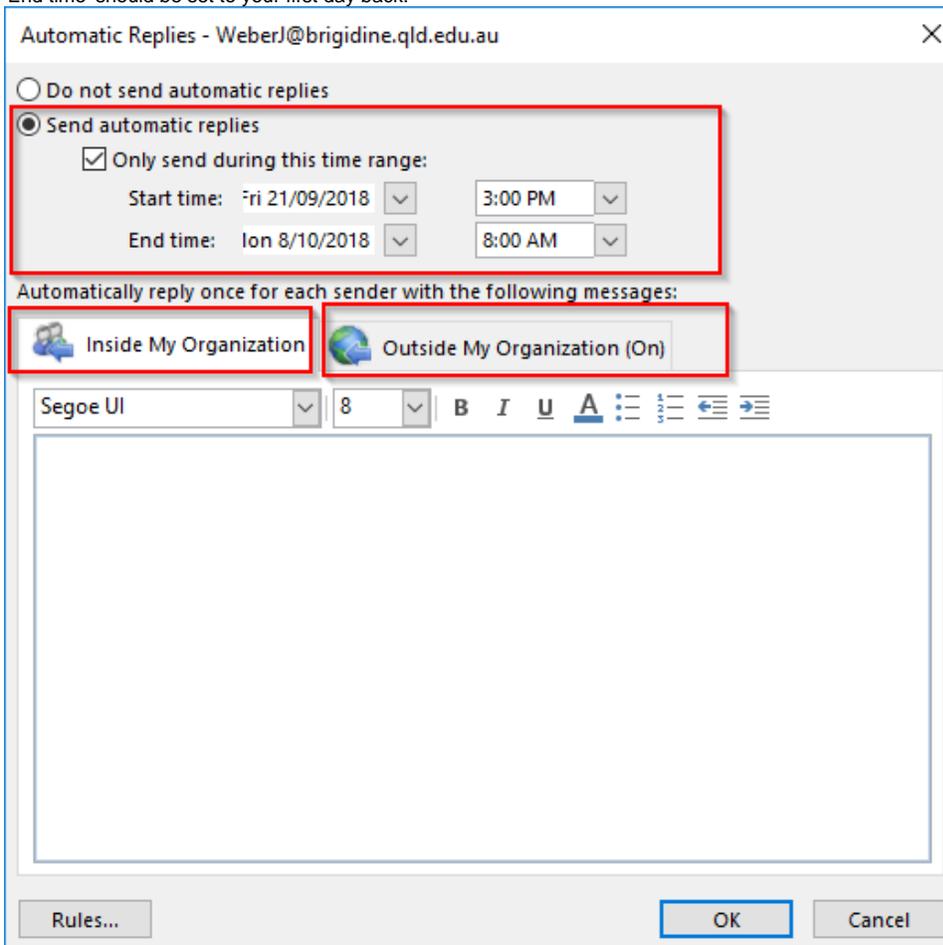
I am out of the office from the 21/09/2018 to 08/09/2018.

1. In the Outlook App, click 'File' in the top left corner.

2. In the info tab, click on 'Automatic Replies'



3. Choose 'Send automatic replies and check 'Only send during this time range''. The 'Start time' should be your last day (and hour) of work and the 'End time' should be set to your first day back.



4. A message should be written for 'Inside My Organization' and 'Outside My Organization (On)' if you usually receive emails from external people. This can be done by clicking the different tabs. The defaults should be left in the 'Outside My Organization (On)' as shown below.

Automatic Replies - WeberJ@brigidine.qld.edu.au

Do not send automatic replies

Send automatic replies

Only send during this time range:

Start time: Fri 21/09/2018 3:00 PM

End time: Mon 8/10/2018 8:00 AM

Automatically reply once for each sender with the following messages:

Auto-reply to people outside my organization

My Contacts only Anyone outside my organization

Segoe UI 8 B I U A

Rules... OK Cancel

5. Write your message in both sections. This message should contain the day you leave as well as your first day back to let the person know you are unable to attend to their email until that date.
6. Once you have written the messages select 'OK' to save the changes.

Related articles

- [Responding to your tickets \(Email\)](#)
- [Out of Office Auto-Reply](#)
- [Adding From field to emails](#)
- [Setting Up Outlook](#)
- [Sharing OneDrive file/folder for email](#)