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.



Manage connectors

Connect Outlook to your favorite services.

4. The following screen contains two sections, one for automatic replies to people **inside** the organisation and another for replies to people **outside** t he organisation. (As shown below).

 Don't send automatic replies Send automatic replies Send replies only during this time period 	
 Send automatic replies Send replies only during this time period 	
Send replies only during this time period	
Start time Thu 20-Sep-18 📰 8:00 AM 👻	
End time Fri 21-Sep-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	
Send a reply once to each ser der inside my organization with the following message:	
$B \underline{U} A_{\!\!\!A} \underline{A} \underline{A}_{\!\!\!\!2} \underline{A} \stackrel{\bullet}{\coloneqq} \underline{\overset{\bullet}{\vDash}} \underline{\overset{\bullet}{\vDash}} \underline{\overset{\bullet}{\Longrightarrow}} \overleftarrow{\bullet} \overleftarrow{\bullet} \overleftarrow{\bullet}$	
Send automatic ranky messages to senders outside ray organization	
Send replies only to senders in my Contact list	
 Send automatic replies to all external senders 	
Send a reply once to each sender outside my organization with the following message:	
BIUAAA <u>A</u> ${\mathrel{\scriptstyle{\vdash}}}$ ${\mathrel{\scriptstyle{\leftarrow}}}$ ${\mathrel{\scriptstyle{\leftarrow}}}$ ${\mathrel{\scriptstyle{\leftarrow}}}$ ${\mathrel{\scriptstyle{\leftarrow}}}$ ${\mathrel{\scriptstyle{\leftarrow}}}$ ${\mathrel{\scriptstyle{\leftarrow}}}$ ${\mathrel{\scriptstyle{\leftarrow}}}$	
5. Make sure you select 'Send automatic replies' and 'Send replies only during this time period' for both the inside and the outsid	e auto replies.
VOK × Cancel Settings ×	
Automatic replies Search all settings	
to continue until you turn it off.	
Don't send automatic replies Create an automatic reply (Out of office) merrane	
Send automatic replies Send replies only during this time period	
Start time Wed 9/19/2018 2:00 PM 2:00 PM 2:00 PM	
End time Thu 9/20/2018	
Block my calendar for this period Use this computer when you're not connected to a network. Use this computer when you're not connected	
Automatically decline new invitations for events that occur during this period	
Decline and cancel my meetings during this period Manage add-ins Turn add-ins from your favorite app vendors on	
and off	
Send a reply once to each sender inside my organization with the following message:	

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.

0	Don't send automatic replies						
• s	Send automatic replies						
1	/ Send repli	es only during this t	time perio	d			
	Start time	Fri 21-Sep-18		3:00 PM	•		
	End time	Mon 08-Oct-18		8:00 AM	•		
	Block	my calendar for this	s period				
	Auton	natically decline nev	v invitatior	ns for event	ts that oc	cur during t	his period
	Declin	e and cancel my me	eetings du	iring this pe	eriod		

- 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_____

✓ ок × Cancel Automatic replies
 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
Send a reply once to each sender inside my organization with the following message:
BIUAAĂĂ <u>AZĂ</u> ≣≣≣ ₹ →= ×
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'

\bigotimes		Inbox - WeberJ@br
Info	Account Information	
Open & Export	@brigidine.qld.edu.au	
Save As	Microsoft Exchange	
Save as Adobe PDF	Add Account Account Settings	
Save Attachments Print	Change settings for this account or set up more connections. Account Account Change settings of this account on the web. https://outlook.office365.com/owa/brigidine.qld.edu.au/ Get the Outlook app for iPhone, iPad, Android, or Windows 10 Mobile.	
Office Account	Change	
Support	Automatic Replies (Out of Office)	
Options	Automatic Replies	
Exit	Mailbox Settings Manage the size of your mailbox by emptying Deleted Items and archiving. 95.1 GB free of 99 GB	

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.

Automatic Replies - WeberJ@brigidine.qld.edu.au	×
O 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: Ion 8/10/2018 🗸 8:00 AM 🗸	
Automatically reply once for each sender with the following messages:	
🚳 Inside My Organization 💽 Outside My Organization (On)	
Segoe UI 🗸 8 🗸 8 <i>I</i> <u>U</u> <u>A</u> 🗄 🗄 📼	
Rules OK Cance	I

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.

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

 ○ Do not send automatic replies ● Send automatic replies ✓ Only send during this time range: Start time: ²ri 21/09/2018 3:00 PM End time: lon 8/10/2018 8:00 AM
Automatically reply once for each sender with the following messages:
🦀 Inside My Organization 🤇 Outside My Organization (On)
Auto-reply to people outside my organization O My Contacts only Anyone outside my organization Segoe UI
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 OutlookSharing OneDrive file/folder for email