

Setting Automatic Replies in Microsoft Outlook 2016 for the PC

The following explains how to set Automatic (Out of Office) replies in Microsoft Outlook 2016 for the PC:

1. In Microsoft Outlook 2016 for the PC, click **File**.



Figure 1 - Click File

2. In the *Backstage View*, click **Automatic replies (Out of Office)**.

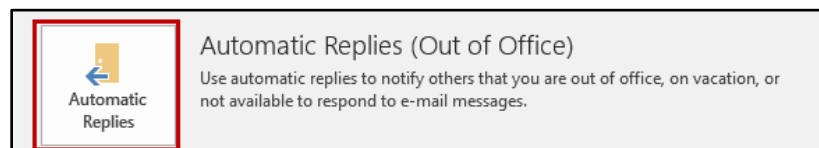


Figure 2 - Automatic Replies

3. The *Automatic Replies* window appears. Select **Send automatic replies** (See Figure 3).
4. Select **Only send during this time range** (See Figure 3).
5. Set the **Start time and End time** for your automatic replies (See Figure 3).
6. To send an automatic reply to users within Kennesaw State University, enter your reply into the **Reply** field (See Figure 3).

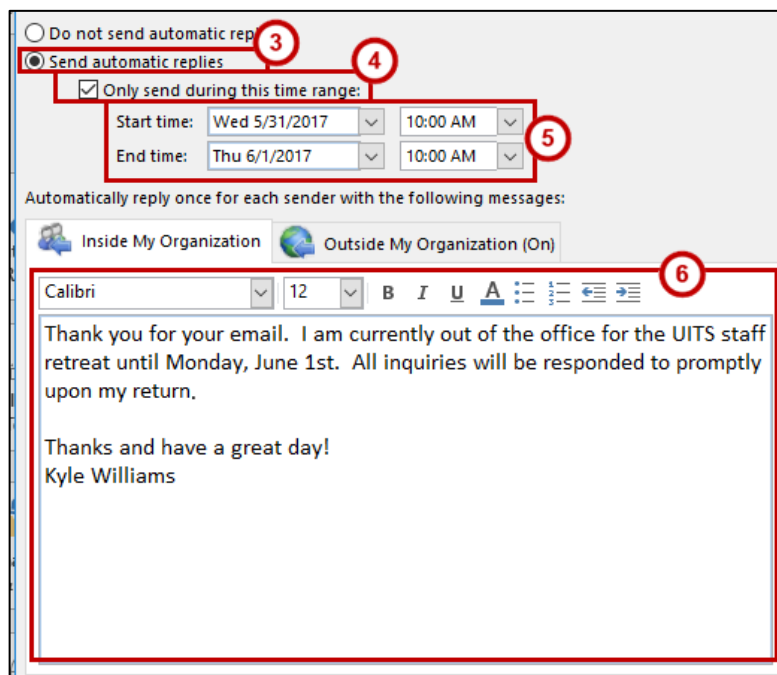


Figure 3 - Automatic Reply Message Options

7. If you wish to reply to messages sent by users outside of Kennesaw State University:
 - a. Click **Outside My Organization (On)** (See Figure 4).
 - b. Verify that *Auto-reply to people outside my organization* is selected and indicate whom you wish to send automatic replies to (See Figure 4).
 - c. Enter your automatic reply in the **message** field (See Figure 4).
 - d. Click **OK** (See Figure 4).

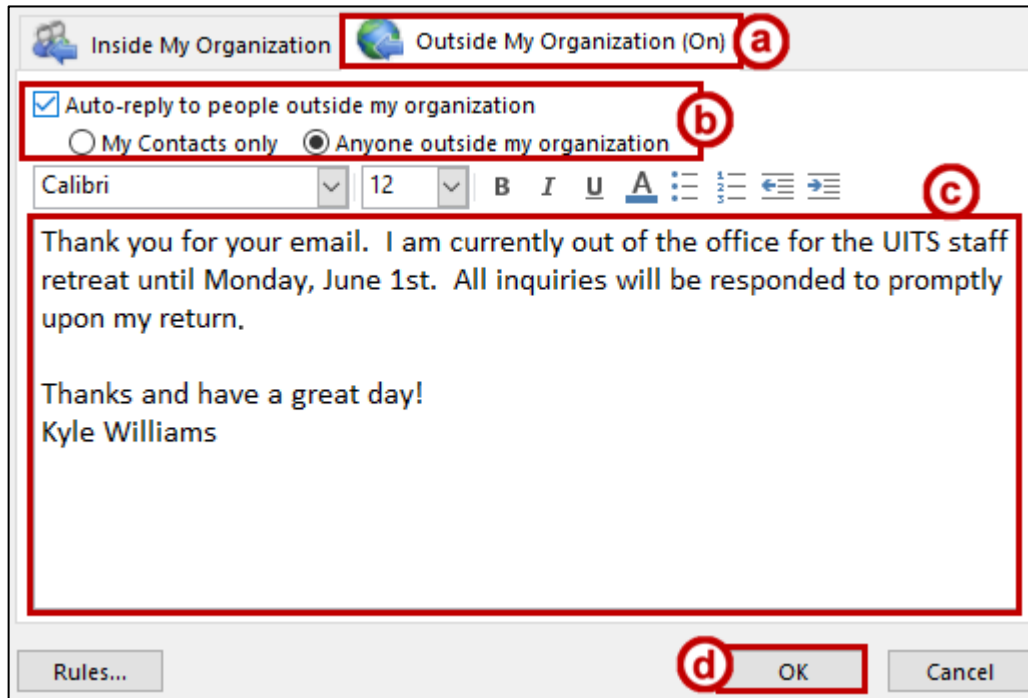


Figure 4 – Setting the Automatic Reply

Note: Sending automatic replies to anyone outside my organization will send your automatic reply to every email, including newsletters, advertisements, and potentially, junk email. If you want to send automatic replies to those outside your organization, choose My contacts only. Your automatic replies will be sent.

8. Your Automatic Replies will now be enabled.