The following explains how to set Automatic (Out of Office) replies in Microsoft Outlook for the Web.

1. In Microsoft Outlook for the Web, click the **settings** icon, located on the top right hand corner of the browser window.

2. The Settings pop-out window will appear. Click View all Outlook settings, located at the bottom of the window.

3. In the *Settings* window, click **Automatic replies**.
4. The Automatic Replies window appears. Click the toggle button to turn on Automatic replies. (See Figure 4).

5. Verify that Send replies only during this time period is selected (See Figure 4).
6. Set the Start and End times for your automatic replies to be sent (See Figure 4).
7. If you wish to block your calendar for the period, use the Block my calendar options (See Figure 4).
8. Enter your automatic reply in the message field (See Figure 4).

Note: You can use the Formatting toolbar to customize your text.

Figure 4 - Automatic Reply Message Options
9. (Optional) If you wish to reply to messages sent by users outside of Kennesaw State University, click the checkbox next to **Send replies outside your organization** (See Figure 5).
10. (Optional) Click the checkbox if you wish to send replies only to contacts (See Figure 5).
11. Enter your automatic reply in the **message** field (See Figure 5).
12. Click **Save** (See Figure 5).
13. Click **X** to close the window (See Figure 5).

![Figure 5 - Setting the Automatic Reply](image)

**Note:** The **Automatic replies pop-up** with appear reminding you that they are turned on. Click the **X** to close.

![Figure 6 - Click OK](image)

14. Your automatic replies will now be set.