

Microsoft Outlook Web App

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.



Figure 1 - Click Settings

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

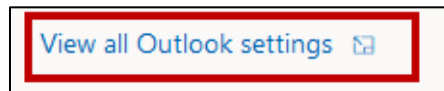


Figure 2 - Click View all Outlook settings

3. In the *Settings* window, click **Automatic replies**.

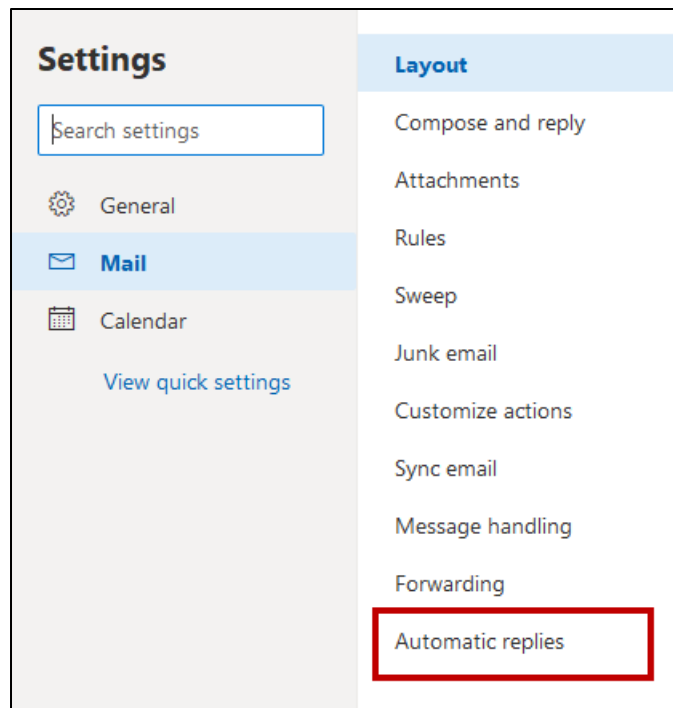


Figure 3 - Automatic Replies

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.

Automatic replies Save Discard ×

Use automatic replies to let others know you're on vacation or aren't available to respond to email. You can set your replies to start and end at a specific time. Otherwise, they'll continue until you turn them off.

4 Automatic replies on

5 Send replies only during a time period

6 **Start time** 7/16/2019 9:00 ... **End time** 7/17/2019 9:00 ...

7 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

8 **Send automatic replies inside your organization**

Note

Thank you for your email. I am currently out of the office for the UITS Staff Retreat until Friday, August 31st. All inquiries will be responded to promptly upon my return.

Thanks and have a great day!
Susan Smith

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).

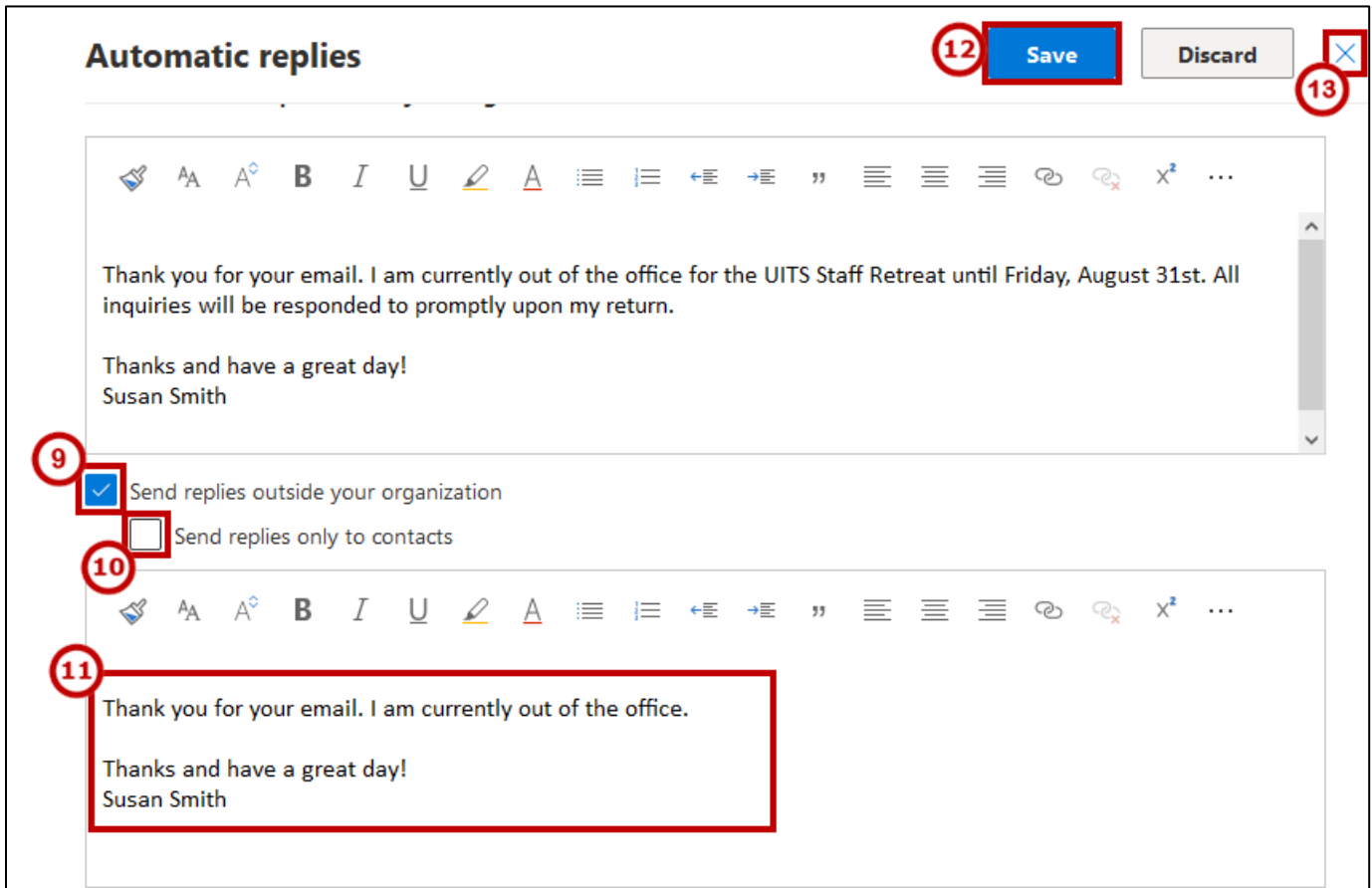


Figure 5 - Setting the Automatic Reply

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

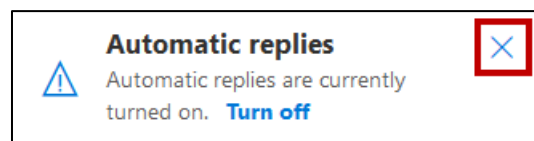


Figure 6 - Click OK

14. Your automatic replies will now be set.