Setting Automatic Replies in Microsoft Outlook for the Web

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](image)

2. In the Settings window, click Automatic replies.

![Figure 2 - Automatic Replies](image)

3. The Automatic Replies window appears. Select Send automatic replies (See Figure 3).
4. Verify that Send replies only during this time period is selected (See Figure 3).
5. Set the Start and End times for your automatic replies to be sent (See Figure 3).
6. If you wish to block your calendar for the period, use the Block my calendar options (See Figure 3).

![Figure 3 – Automatic Reply Message Options](image)
7. Enter your automatic reply in the **message** field (See Figure 4).

8. If you wish to reply to messages sent by users outside of Kennesaw State University (See Figure 4):
   a. Select **Send automatic reply messages to senders outside my organization** (See Figure 4).
   b. Indicate which users you wish to receive an automatic reply (See Figure 4).
   c. Enter your automatic reply in the **message** field (See Figure 4).

![Figure 4 – Setting the Automatic Reply](image)

9. Click **OK**.

![Figure 5 - Click OK](image)

10. Your automatic replies will be set.