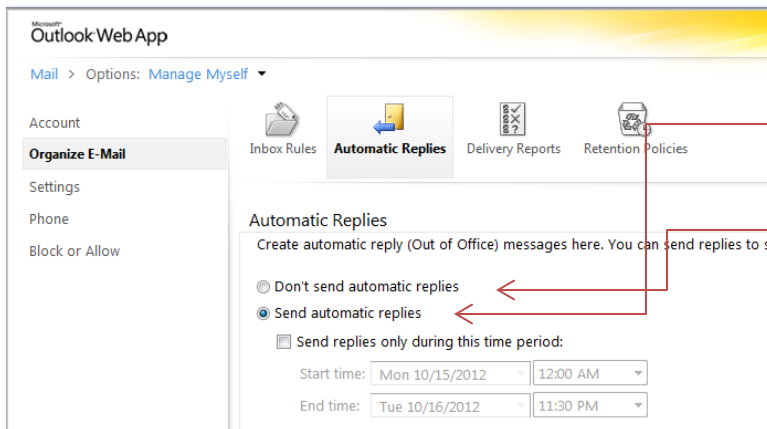
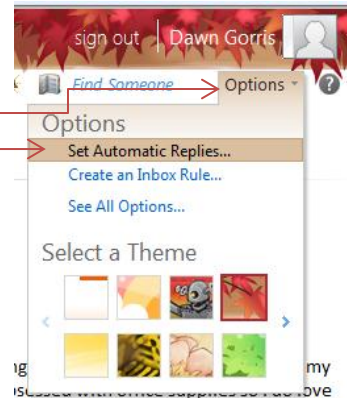


Set Up Automatic Reply

Log into your Office 365 Outlook Web App.

Click the 'Options' down arrow in the upper right corner.

Select 'Set Automatic Replies' from the menu.

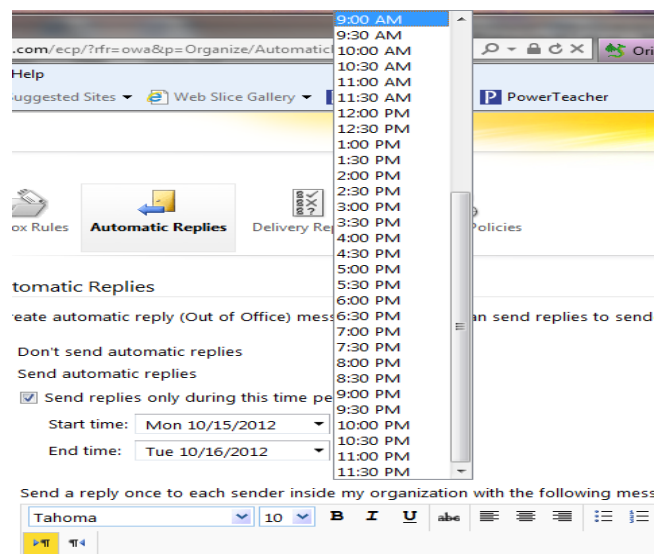
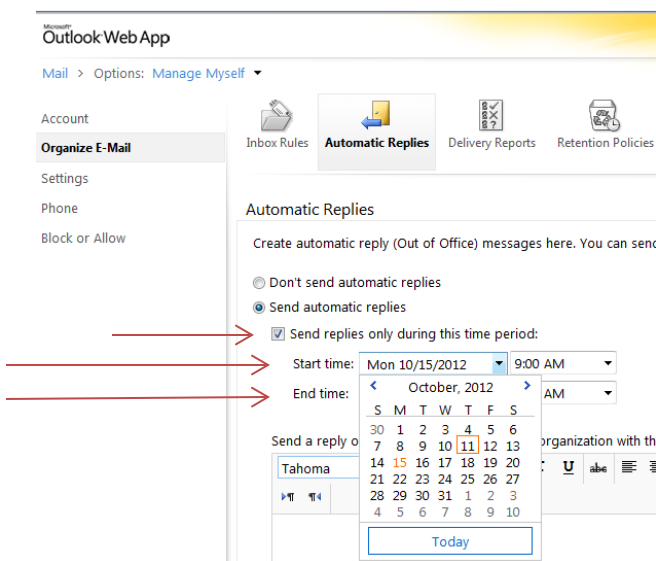


Select the button 'Send automatic replies'. This turns ON your automatic reply feature.

Select the button 'Don't send automatic replies' to turn it OFF. Note: you can have an automatic reply message set up and just turn it on and off as required.

Check the box 'Send replies only during this time period' if you want to send an away message for a specific time during the day (while at a meeting). If you don't set a time period, you'll be reminded you have automatic replies turned on each time you sign in to your mailbox.

Click the down arrows next to 'Start time' and 'End time' to select the applicable date and time.



Microsoft Outlook Web App

sign out Dawn Gorris

Mail > Options: Manage Myself

My Mail

Account

Organize E-Mail

Settings

Phone

Block or Allow

Inbox Rules Automatic Replies Delivery Reports Retention Policies

Automatic Replies

End time: Tue 10/16/2012 11:30 PM

Send a reply once to each sender inside my organization with the following message:

Tahoma 10 B I U abc

This is where you will type your Out of Office message.

Use this box to create a message that will be sent only to senders who are inside the district

Send automatic reply messages to senders outside my organization

Send replies only to senders in my Contacts list

Send replies to all external senders

Send a reply once to each sender outside my organization with the following message:

Tahoma 10 B I U abc

You can just copy and paste the same message for outside senders or you can make up a different message.

Use this box to create a message that will be sent to all senders outside the district. It can be the same as above. Just copy and paste here.

Save

Create your away message. You can create a different message for senders outside the district or you can just copy and paste the same away message in both message boxes.

Make sure you check the box **'Send automatic reply messages to senders outside my organization'** so that everyone outside the district will receive your away message. You probably will want to select **'Send replies to all external senders'** as well.

Click on **Save** at the bottom right to save your changes.

Click on **My Mail** in the upper right corner to go back to your mailbox.

Note: If you set up an automatic reply through Office 365 Outlook Web App, you have to turn it off through the web app as well.