



Outlook- Automatic Replies (Out of Office message)

The following guide shows how to create an **Automatic Reply (Out of Office message)** in Outlook, for both Outlook Desktop and Outlook Web Access (OWA) at <https://mail.rsccd.edu>.

Contents

From Outlook Web Access (OWA)	2
From Outlook Desktop App	4

NOTE: If you are setting an out of office reply on behalf of another employee, this requires access permissions to open their mailbox, a written approval from a supervisor, and written approval from Human Resources. Please submit a ticket to the [ITS Help Desk](#).

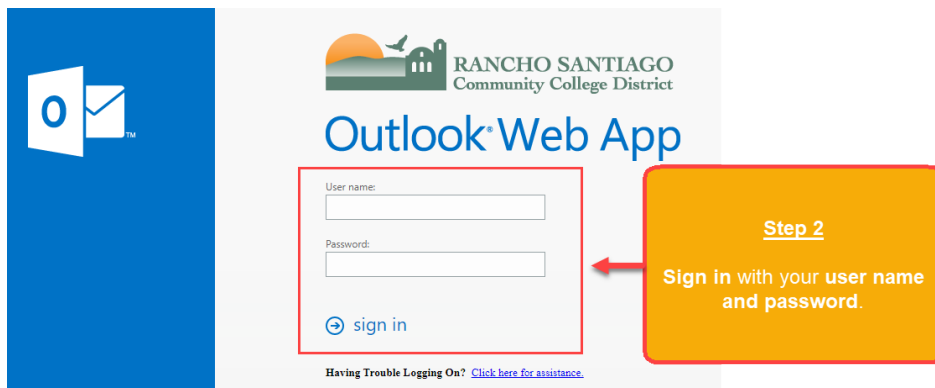
From Outlook Web Access (OWA)

Step 1

Open a web browser and go to <https://mail.rsccd.edu>

Step 2

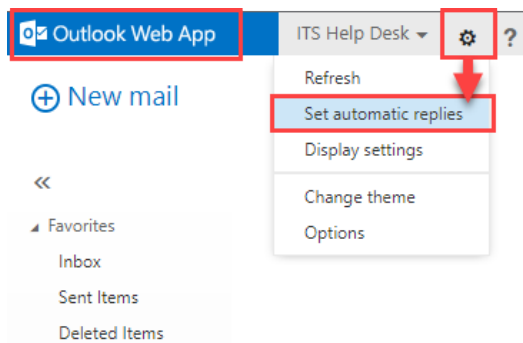
Sign in with your user name and password.



Step 3

In **Outlook Web App**, click the **gear icon** in the top right corner for **Settings**.

Then click **Set automatic replies**.



Step 4

Select **Send automatic replies** button.

Optional: Check the box for **Send replies only during this time period** and select **Start Time / End Time**

Step 5

Select **Send a reply once to each sender inside my organization...** and type your Out of Office message.

Step 6

Select **Send automatic reply messages to senders Outside my Organization** and type your Out of Office message.

Optional: Click the button for **Send replies to all external senders (recommended)**

Step 7

When finished, click **Save**.

The screenshot shows the Outlook 'Automatic Replies' configuration window. The 'automatic replies' tab is selected. The 'Send automatic replies' option is checked. The 'Send replies only during this time period' checkbox is also checked, with start and end times set to Fri 10/29/2021 12:00 PM and Sat 10/30/2021 12:00 PM. The 'Send a reply once to each sender inside my organization with the following message' section is selected, and the 'Send automatic reply messages to senders outside my organization' checkbox is checked. The 'Send replies to all external senders' option is selected. The 'save' button is highlighted at the bottom left. Red callout boxes on the right side of the screen provide instructions for each step, with arrows pointing to the corresponding UI elements.

Step 4
Select **Send automatic replies** button.
Optional: Check the box for **Send replies only during this time period** and select **Start Time / End Time**

Step 5
Select **Send a reply once to each sender inside my organization...**and type your Out of Office message.

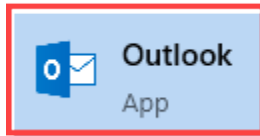
Step 6
Select **Send automatic reply messages to senders Outside my Organization** and type in your Out of Office message.
Optional: Click the button for **Send replies to all external senders (recommended)**

Step 7
When finished, click **Save**.

From Outlook Desktop App

Step 1

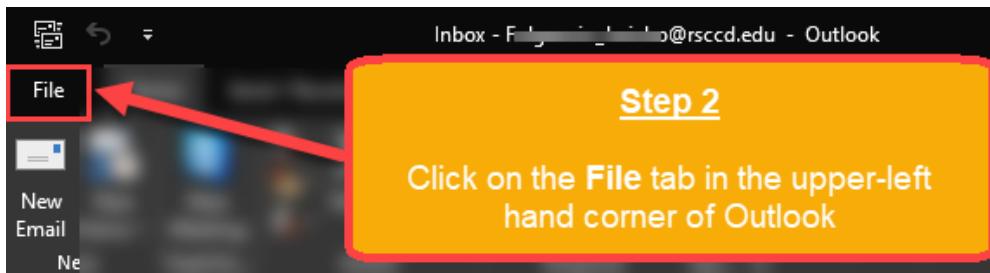
Open Outlook on your desktop.



Step 1
Open Outlook on your desktop.

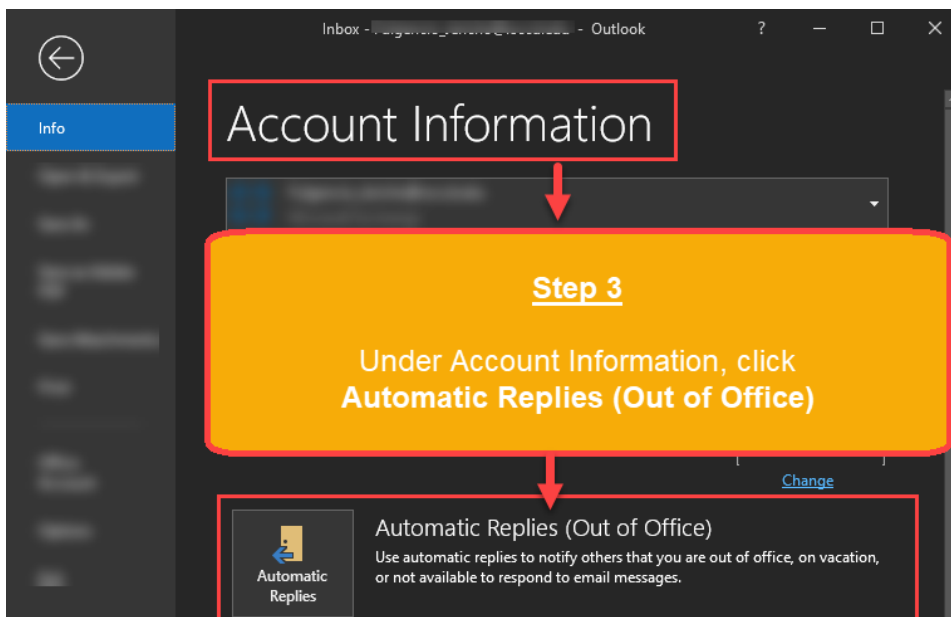
Step 2

Click on the **File** tab in the upper-left hand corner of Outlook.



Step 3

Under Account Information, click **Automatic Replies (Out of Office)**



Step 4

Select **Send automatic replies** button.

Optional: Check the box for **Only send during this time range** and select a **Start Time** and **End Time**

Step 5

Select **Inside my Organization** tab and type in your Out of Office message.

Step 6

Select **Outside my Organization (On)** tab and type in your Out of Office message.

Optional: Check the box for **Auto-reply to people outside of my organization**

Optional: Click the button for **My Contacts Only** or **Anyone outside my organization (recommended)**

Step 7

When finished, click **OK**.

The image shows two screenshots of the Outlook 'Automatic Replies' dialog box. The top screenshot shows the 'Send automatic replies' section with the 'Only send during this time range' checkbox checked and time range set from Fri 10/29/2021 11:00 AM to Sat 10/30/202 11:00 AM. The 'Inside My Organization' tab is selected, and the message text is visible. The bottom screenshot shows the 'Outside My Organization (On)' tab selected, with the 'Auto-reply to people outside my organization' checkbox checked and 'Anyone outside my organization' selected. Red arrows point from yellow callout boxes to these specific elements.

Step 4
Select **Send automatic replies** button.
Optional: Check the box for **Only send during this time range** and select a **Start Time** and **End Time**

Step 5
Select **Inside my Organization** tab and type in your Out of Office message.

Step 6
Select **Outside my Organization (On)** tab and type in your Out of Office message.
Optional: Check the box for **Auto-reply to people outside of my organization**
Optional: Click the button for **My Contacts Only** or **Anyone outside my organization (recommended)**

Step 7
When finished, click **OK**.