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.**

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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**

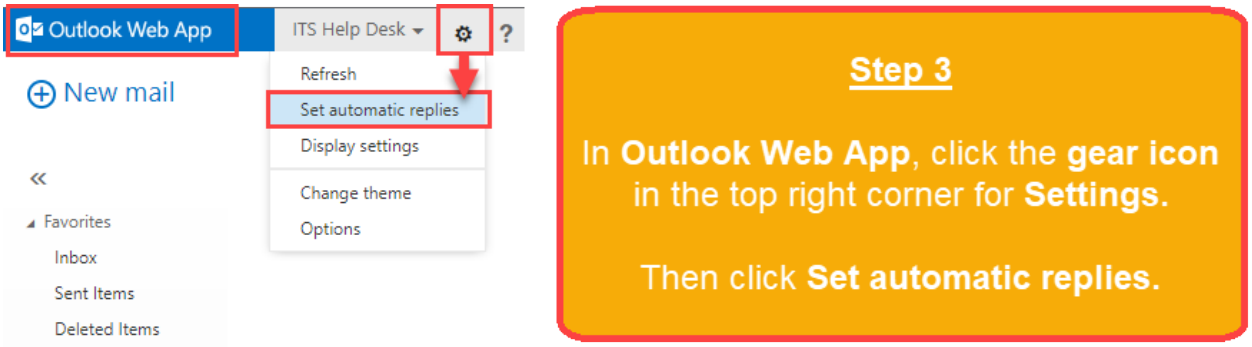
Step 2

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.

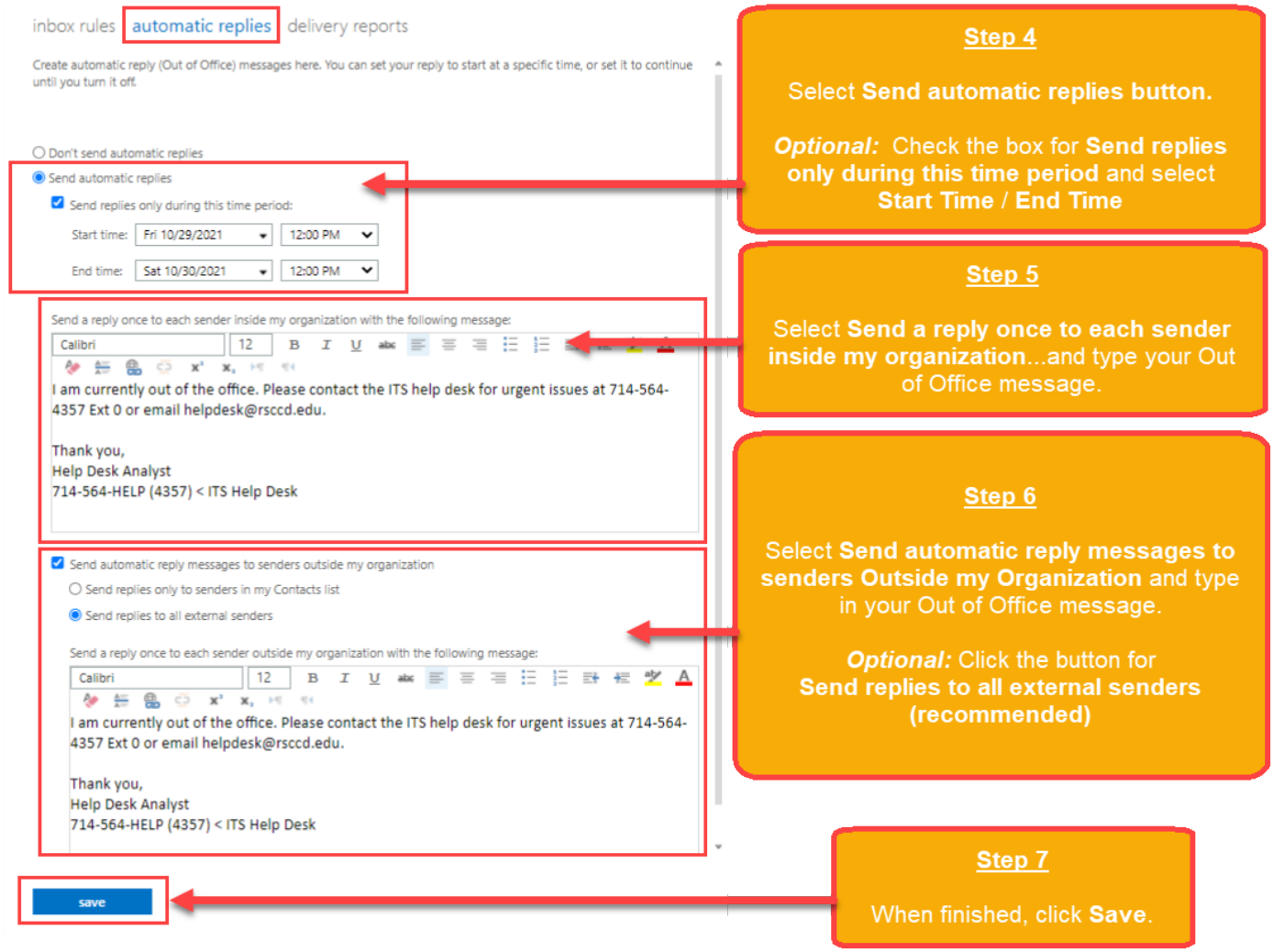
Step 6

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**.



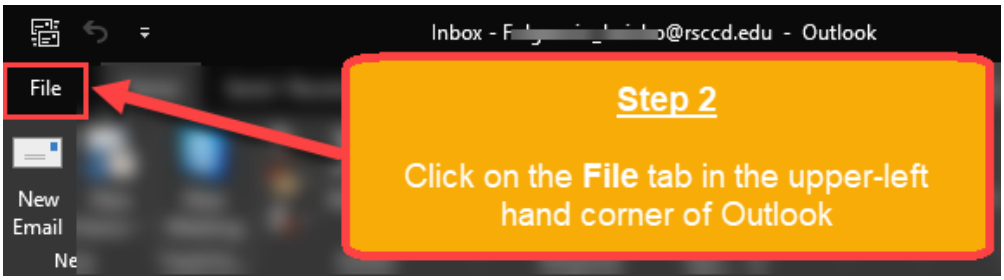
From Outlook Desktop App

Step 1

Open Outlook on your desktop.

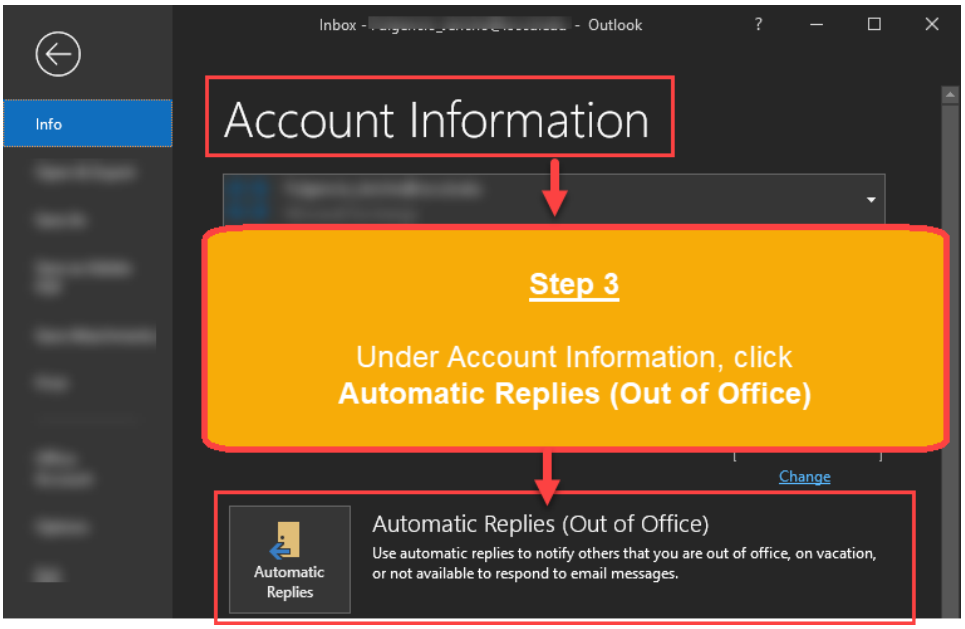
Step 2

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

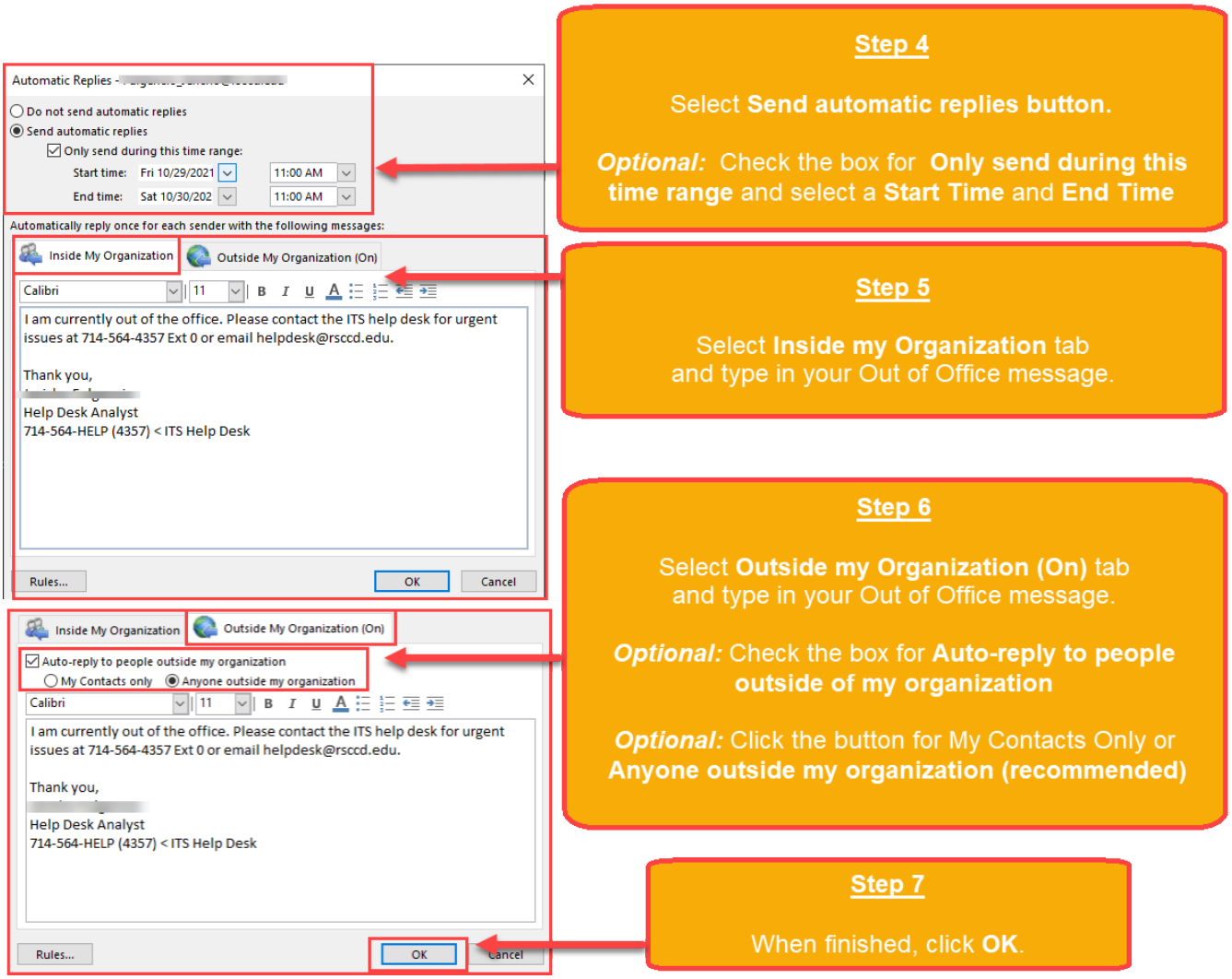
Select **Inside my Organization** tab and type in your Out of Office message.

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**.