

Setting an Out of Office/Automatic Reply

Through Outlook Client



How to Set an Out of Office Reply in Outlook 2016 and Prior

- Click File.
- Click Automatic Replies.
- Select Send automatic replies.
- Write the message you want sent to your coworkers. You may want to suggest other colleagues that your coworkers should reach out to in your absence.
- Click OK.

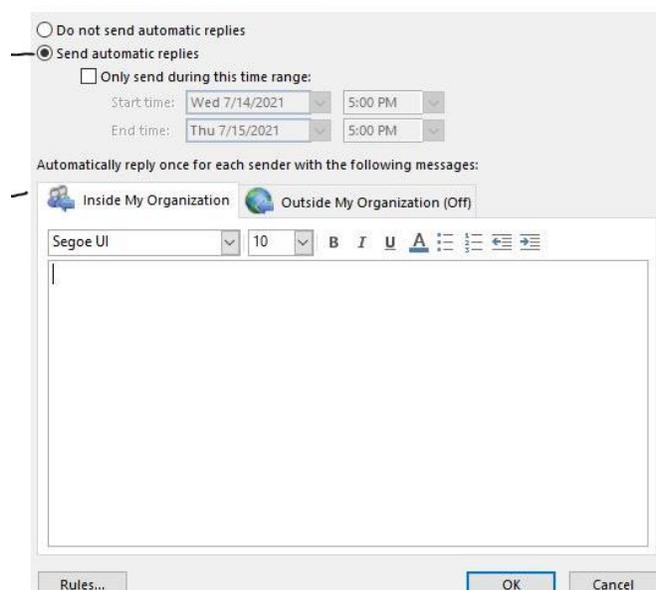
Should look like this



Check the option for “send automatic replies”.

*If you have a specific time frame you want the message to go out, check the box and enter the dates you want the message to send.

Enter your message/reply and hit ok for the message to save



If you want the same message to reply to outside contacts (Non Freeport Email accounts), go to the second that says “Outside My Organization”. Follow the same steps above and hit ok for the reply to save

The screenshot shows the 'Automatic Replies' settings window in Outlook. At the top, there are two radio buttons: 'Do not send automatic replies' (unselected) and 'Send automatic replies' (selected). Below this, there is a checkbox for 'Only send during this time range:' which is currently unchecked. Underneath, there are two rows of date and time pickers: 'Start time: Wed 7/14/2021 5:00 PM' and 'End time: Thu 7/15/2021 5:00 PM'. The main section is titled 'Automatically reply once for each sender with the following messages:'. There are two tabs: 'Inside My Organization' and 'Outside My Organization (On)'. The 'Outside My Organization (On)' tab is selected and underlined. In this tab, the checkbox 'Auto-reply to people outside my organization' is checked and has a black arrow pointing to it from the left. Below this checkbox are two radio buttons: 'My Contacts only' (unselected) and 'Anyone outside my organization' (selected). Below the radio buttons is a text formatting toolbar with a font face dropdown set to 'Segoe UI', a font size dropdown set to '8', and icons for bold, italic, underline, text color, background color, bulleted list, numbered list, decrease indent, and increase indent. A large empty text area is provided for the reply message. At the bottom of the dialog are three buttons: 'Rules...', 'OK', and 'Cancel'.

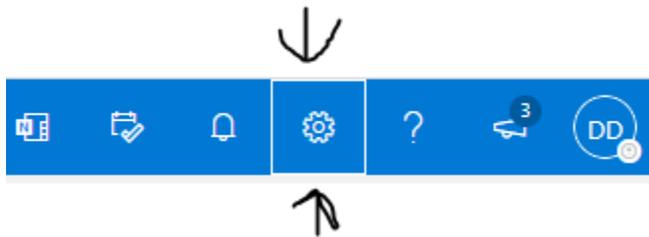
Done!

Through Outlook.com

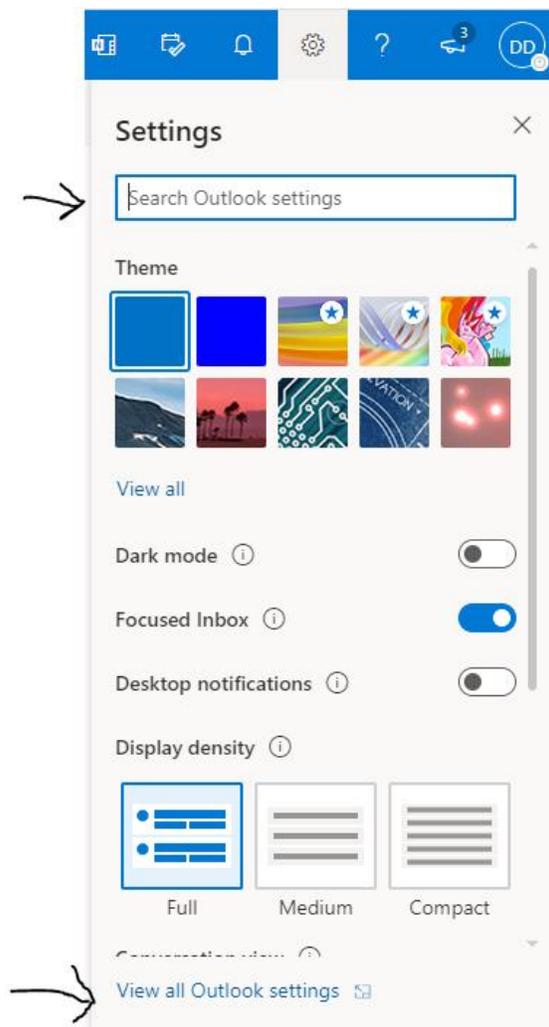
<https://outlook.live.com/owa/>

Sign in and enter your work email credentials

Click on the gear/tool icon



You will see this menu. Either search “**automatic replies**” in the search bar or click view all outlook settings.



You will see this screen and you can enter your message. Make sure you turn on automatic reply and save.

If you want to send this message to outside contacts, check the “send replies outside your organization”

Settings

Search settings

General

Mail

Calendar

People

View quick settings

Layout

Compose and reply

Attachments

Rules

Sweep

Junk email

Customize actions

Sync email

Message handling

Forwarding

Automatic replies

Retention policies

S/MIME

Groups

Automatic replies

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.

Automatic replies on

Send replies only during a time period

Start time: 7/6/2021 10:00 AM

End time: 7/7/2021 10:00 AM

Send automatic replies inside your organization

Add a message here

Send replies outside your organization

Send replies only to contacts

Save Discard